

Resident Services Coordinator

St. Vincent St. Vincent's in Santa Barbara is seeking a full-time (40 hrs. per week) Resident Services Coordinator (*bilingual in English and Spanish*) The Resident Services Coordinator is responsible for implementing programs to meet the human and community service needs of the residents. The Resident Services Coordinator develops strategies to link residents with needed services, delivers direct service, and collects and records data to measure program outcomes. The Resident Services Coordinator reports directly to the Vice President of Housing and performs the duties of this position in accordance with the mission, vision, and values of St. Vincent's

Candidates must have the Following:

- Must demonstrate personal identity with and commitment to the mission, vision, and values of St. Vincent's
- Bachelor's degree in a related field required.
- Must have a minimum of one year of prior work experience in community development or social services, two to three years preferred.
- Must have experience conducting community assessments, applying the principles of conflict management, and organizing community groups, events, and programs.
- Knowledge and experience working with diverse cultures and populations. Must demonstrate a basic understanding of how to work with people with mental health, disability, substance abuse, legal, and/or financial issues.
- Ability to accurately identify and assess resident needs and assets, in order to connect them effectively to resources.
- Ability to motivate individuals and groups to actively participate and take leadership in efforts to improve the community and increase self-determination. Must demonstrate a commitment to recognizing the resident's knowledge and experience as a valuable resource.
- Excellent leadership, organizational, and communication skills. Able to work as an effective member of a team and in a collaborative manner with residents, staff, peers, and supervisor. Must demonstrate a high level of verbal and listening skills and the ability to effectively facilitate meetings and community gatherings.
- Must have proficient computer skills, including Microsoft, Word, Excel and Outlook.
- Excellent skills in writing, editing, transcription, and word processing.
- Ability to manage multiple assignments and projects independently and simultaneously in an organized fashion. Is conscientious in follow-through in job responsibilities and has the ability to be a self-starter and meet deadlines.
- Maintains high level of confidentiality and obtains the appropriate release of information as necessary.
- Manner of dress is always professional.
- Willingness to travel occasionally and attend night meetings.
- Willingness to shift scheduled hours to meet the needs of the residents.
- Bilingual (Spanish) proficiency is REQUIRED.
- COVID-19 vaccination is a requirement.

Compensation: \$18.00 - \$24.00

EXCELLENT BENEFITS:

Health Insurance

Dental Insurance

Vision Insurance

Life Insurance - \$50,000

Retirement Plan - 403(b) and 401(a)

Gym Membership

Paid Holidays - 13 Holidays per Year

Paid Time Off (PTO)

Paid Bereavement Leave

Paid Jury Duty Leave

100% Generous Preschool Enrollment Discount at our Center

Education Reimbursement up to \$1,000 per quarter/semester

Job Signing Bonus - 5% of Annual Salary

Referral Bonus - \$500 per Successful Job Referral

Transportation Benefit - Paid Mileage to and from work from home

Wellness Days - Four (4) paid wellness days to all benefits eligible Associates per calendar year.

TO APPLY: Please submit a cover letter and resume to hr@sv-sb.org.

NO PHONE CALLS OR WALK-INS PLEASE.

Opened in 1858 by the Daughters of Charity of St. Vincent de Paul, St. Vincent's is a Roman Catholic organization serving the needs of the Santa Barbara Community. For more information regarding St. Vincent's and its mission, please view our website at <https://www.stvincents-sb.org/getinvolved/careers/>.