

Vacancy Announcement

Social Services Coordinator

Red Wing HRA

November 7, 2017

POSITION OPENING: Social Services Coordinator

Hours per week: 32 hours per week and in accordance with HUD Social Services Coordinator Grant

Salary: Grade 11: \$21.95 to \$27.44 per hour

Benefits: Employee will be eligible for all HRA benefits as a full-time employee.

Department: Social Services/Administration

Accountable To: Executive Director

All applicants must submit an HRA employment application by: November 30, 2017

POSITION SUMMARY: The Social Service Coordinator, under the supervision of the Executive Director, serves as liaison between Jordan Tower residents, staff, family and the community. This individual serves as an advocate who assists residents and their families to resolve any social, adjustment, or emotional problems and provide assistance in meeting terms of tenancy.

ESSENTIAL DUTIES INCLUDE:

See Job Description. The Job Description is part of this Vacancy Announcement.

QUALIFICATIONS: Bachelor Degree with two years of related experience is preferred. Individuals without a degree that have three to five years of experience in social service delivery with seniors and the disabled may be considered for hire.

KNOWLEDGE, SKILLS and BACKGROUND CHECK:

- Training in the aging process, disability services, entitlement programs, mental health and alcohol and drug abuse issues preferred
- Computer skills a must
- Must pass criminal background check
- Knowledge of aging process and the needs of the senior population
- Ability to communicate and work effectively with seniors and senior providers

LICENSING REQUIREMENTS: Must have a valid Driver's License and vehicle.

For an application and a complete job description contact the Red Wing HRA office at 651-385-7571 or visit the Red Wing HRA website at www.redwinghra.org.

Submit completed application to:

Red Wing HRA
Attention: Randal Hemmerlin, Executive Director
428 West Fifth Street
Red Wing, MN 55066

Faxed and electronic submittals will not be accepted.

The Red Wing HRA is an equal opportunity/affirmative action employer
Section 3 applies