

Vacancy Announcement

Resident Support Specialist

Red Wing HRA

June 13, 2018

POSITION OPENING: Resident Support Specialist

Hours per week: Maximum of 29 hours per week

Salary: Grade 6: \$15.79 to \$19.84

Benefits: Vacation, sick leave and Holiday

Department: Social Services/Administration

Accountable To: Social Services Coordinator

All applicants must submit an HRA employment application and resume by: July 11, 2018

POSITION SUMMARY: The Resident Support Specialist, under the supervision of the Social Services Coordinator, 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. In addition, the Resident Support Specialist may work with HRA Family Public Housing, Section 8 and homeless programs, as assigned.

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.
- Customer service and good communication skills a must.

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