



NOTICE OF JOB VACANCY

- Position Title:** Housing Service Coordinator
- Position Classification:** Full time; Non-Exempt; Hourly pay will be based upon experience and qualifications.
- Responsibilities:** Help residents in senior housing complexes be setup for success in being able to age in place in their homes. Residents will be assisted in living long, quality lives that are as independent and health as possible by:
- Engaging residents. Encourage cooperation, volunteerism and assist in Resident conflict resolution. Serve as a “neutral sounding board”, remain non-judgmental, and foster independence. Maintain confidentiality and basic understanding of HIPAA regulations.
 - Conducting assessments of residents annually. Assess Residents’ needs for services, public benefits, and other supportive programs (PASSPORT/MyCare Ohio, Social Security, Medicaid, Medicare, RX drug assistance, etc).
 - Monitoring quarterly residents who are categorized as “priority residents” based on annual assessments. Conduct safety checks/calls to confirm residents are functioning safely in the home environment.
 - Using the assessment data to provide appropriate interventions to improve the resident outcomes
 - Providing reports that highlight the most pressing resident needs to supervisor. Maintain resident records, complete reports and other job related activities.
 - Connecting residents with programming and engagement activities to address most pressing resident needs and if no such programming is being offered by others, work with supervisor to develop such programming and engagement activities (e.g., flu shot clinic, vitals clinic, podiatry clinic, exercise class, nutrition class, mobile vision clinic, craft class, holiday parties, book clubs, etc.)
 - Act as a liaison between residents, management, and social agencies. Assist residents in building informal and formal support networks. Provide information on issues of concern to residents. Establish service interaction with community resources.
- Qualifications:** Associates degree and 1 year of experience in a related position required. Basic computer and mathematical skills. Strong oral and written communication skills. Driver’s license and criminal history and MVR background check is required for this job.
- Application Deadline:** **Until the position is filled**

<p>Submit resumes to: Samuel H. Hancock Ed.D. Vice-President of Human Resources Area Office on Aging of NW Ohio, Inc. 2155 Arlington Avenue Toledo, Ohio 43609</p>	<p>Or jobs@areaofficeonaging.com</p> <p><i>This description is intended to indicate the kind of tasks and level of work difficulty required of the position. The title of this job shall not be construed as declaring the specific duties and responsibilities of the position. This position description and/or job vacancy notice is not intended to limit or in any way modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The use of this particular expression or illustration describing duties shall not be held to exclude other duties not mentioned.</i></p>
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