



Fellowship Square

Lake Ridge Fellowship House Service Coordinator (*part-time position located in Woodbridge, VA*)

Come work for an exciting non-profit that is serving the community and making a difference in people's lives!

We offer a challenging but professionally satisfying work environment where you will be part of a team that values creativity, customer service and impact. You will have the support and encouragement you need to fulfill your professional goals while at the same time creating positive living environments for adult seniors that have little to no resources or support networks.

The general purpose of the Service Coordinator is to offer programs and services that will improve the quality of life for residents living at Fellowship Square properties. The Service Coordinator's role follows the HUD guidelines and best practices of the American Association of Service Coordinators (AASC).

The Service Coordinator is expected to follow Fellowship Square's vision of empowering Fellowship House residents to live independently and be self-sufficient as much as they are capable. The Service Coordinator should help them to exercise their capacity to do as much for themselves as possible with dignity and autonomy while recognizing the strengths and limitations of each resident. The Service Coordinator collaborates with the property manager on an as-needed basis to ensure the best services are provided to residents in need.

Responsibilities and Expectations include:

1. Provides assistance to residents seeking help which may include general case management such as counseling, education about availability of services, referrals to service providers and application procedures. The social services referrals may include Medicaid, Medicare, food stamps, programs that provide food and clothing, financial assistance, maintenance of housing, immigration issues, meals on wheels, communication, transportation, home health aides, senior centers and pre-emptive health and mental health screenings.
2. Monitors the provision of ongoing and supportive services to residents from community agencies to ensure appropriateness for the needs of the households.

3. Offers interventions to stabilize residents in need of food, medical, immigration, financial assistance or maintenance assistance.
4. Advocates on behalf of residents to referral agencies, family members and management; and teaches residents to advocate on their own behalf.
5. Serves as a liaison between residents and agencies.
6. Builds network of community resources such as county government, service providers, agencies, educational institutions, non-profits, community leadership, faith based organizations and other housing providers.
7. Stays abreast of professional standards by attending meetings, workshops and conferences. Keeps current regarding available community resources, federal, state and local programs. Fulfills education and training requirements set by HUD.
8. Conducts research as needed; coordinates presentations, workshops, life skills development and benefits for residents.
9. Assist residents in building informal support networks through resident councils and committees, family and friends.
10. Meets with each new resident and provides information about the role of the Service Coordinator, programs and services. Works with residents identified by management on a case by case basis who may need assistance
11. Fulfills reporting requirements for state and federal agencies. (Ex. HUD 92456- Semi Annual Performance Report; American Association of Service Coordinators, Training/Education)
12. Follows mandated reporting requirements according to adult and child protective state statutes.
13. Maintains resident files and documentation of information in a secure location, in an effort to ensure HIPPA and HUD security regulations related to privacy and confidentiality.
14. Collaborates with the Fellowship Square Volunteer Coordinator to identify volunteer opportunities to help meet residents' needs and interests.
15. Maintains accurate and timely documentation on all services provided.

Minimum requirements:

- Bachelor's degree in Social Work, Gerontology, Psychology or Counseling required.
- Minimum of 2-4 years of experience in social service delivery with the senior population and nonelderly disabled or related area
- 36 training hours of classroom/seminar time before hiring or completed within 12-months of initial hire date covering: The Aging Process, Elder Services, Disability Services, Federal and Applicable State Entitlement Programs (covering both the elderly and people with disabilities), legal liability issues relating to providing service coordination, medication/substance abuse, mental health issues, strategies for communicating effectively in difficult situations, and strategies for dealing with cognitive impairments.
- Experience and passion for working with seniors
- Ability to provide a high quality of customer service

- Strong interpersonal and organizational skills
- Proven ability to work independently
- Ability to interact with a diverse population of clients in terms of economic status, ethnicity and cultural background
- Fluency in Chinese, Korean, Russian and/or Farsi a plus
- Proficiency with MS Office

Benefits: FS is proud to provide a benefits package that is designed to support your physical, financial, and emotional wellbeing. We offer employee paid dental and vision coverage, 403(b) with 100% employer match up to 6% after two years of employment, 10 holidays based on regularly scheduled work days, bereavement leave, professional development opportunities and more.

Salary: Salary range is \$34,000 - \$44,000, commensurate with experience and covers 25hrs/week.

How to apply: send a cover letter and resume to info@fellowshipsquare.org