



**JOB DESCRIPTION Resident Services Coordinator/Eviction Prevention and Housing Stabilization**

- Duration:** Permanent, Full-time (40 hours/week) Non-Exempt Position
- Reports To:** CPAH's Resident Services Manager
- Salary Range:** \$18-\$22 hourly with opportunity for bilingual pay differential
- Benefits:** Medical, Vision & Dental Insurance  
Employer Funded 403(b) Pension  
Vacation, Holidays, Personal, Bereavement and Sick Leave

**Position Summary:**

The Resident Services Coordinator provides direct program implementation of CPAH's resident services programs and activities, focusing on eviction prevention and housing stabilization. This position will focus on communities that include permanent supportive housing, as well as non-serviced enriched housing.

**Essential Functions:**

- Provide resource and referral information to assist residents with eviction prevention;
- Coordinate with on-site property management to address resident issues;
- Coordinate closely with supportive services provider(s) providing case management for residents receiving supportive housing;
- Coordinate and implement community building activities as well as health and wellness activities for residents to build a positive community culture;
- Understand and support the needs of vulnerable residents living in permanent supportive housing;
- Track activities and outcomes and assist in compiling reports;
- Develop partnerships with external organizations;
- Provide guidance to community volunteers and agency interns;
- Support the Resident Advisory Council;

*CPAH does not discriminate against any person on the basis of age, race, color, religion, sex, sexual orientation or gender identity, disability (physical, mental or developmental), familial or marital status, or national origin, in admission or access to, or treatment of, residents, employees or volunteers in any of its projects or programs.*



- Collaborate with other CPAH staff;
- Be comfortable working with elders, families, kids;
- Other related duties as assigned.

### **Preferred Knowledge, Skills, and Abilities:**

Desire and ability to work with affordable housing residents in an enriching, positive, and safe environment, including experience and ability to work with people who have housing barriers and challenges and are vulnerable. Good verbal, written and interpersonal communication skills. Operational understanding of computer programs and email. Proven ability to work with efficiency, flexibility and a sense of humor. Passionate about CPAH's mission and impact. Ability to maintain appropriate professional boundaries with residents. Ability to work independently and as part of a team. Bilingual and/or multicultural individuals are encouraged to apply. CPAH values experience working with historically underserved populations and communities of color.

### **Qualifications:**

An Associates or Bachelor's degree in education, community development, social sciences, social work or similar degree and two years of experience working with people who are homeless or have experienced homelessness and housing instability OR a combination of education and experience.

### **Unique Job Conditions:**

Requires occasional participation in evening and weekend meetings or events. Requires local travel between sites on a regular basis. Occasionally required to lift more than 25 pounds.

### **To Apply:**

Please review the job description to ensure your skills and experience are a good match for the position. To apply, submit a resume and cover letter via email to [info@cpahoregon.org](mailto:info@cpahoregon.org). In your cover letter, not to exceed one page, please describe your interest in this position, your perspective on affordable housing, and how your background makes you the ideal candidate. Also, include any experience you may have had serving historically underserved populations and communities of color.

This position will be open until filled.

For more information on CPAH, please visit our website at [www.cpahoregon.org](http://www.cpahoregon.org).

**Community Partners for Affordable Housing is a non-profit community-based housing development organization.**

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