



**JOB DESCRIPTION Resident Services Coordinator/Eviction Prevention and Housing Stabilization/  
Focus on Buildings with Permanent Supportive Housing**

**Duration:** Permanent, Full-time (40 hours/week) Non-Exempt Position

**Reports To:** CPAH’s Resident Services Manager

**Salary Range:** \$20-\$23 hourly with opportunity for bilingual pay differential

**Benefits:** Medical, Vision & Dental Insurance for the employee;  
Employer Funded 403(b) Pension;  
Vacation, Holidays, Sick Leave, Bereavement;  
Life Insurance, Short Term and Long-Term Disability;  
**Two weeks maternity/paternity leave, Employee Assistance Program;  
Sabbatical after seven years;  
Approximate 36-hour work week (compensation based on 40 hours)**

**About CPAH**

Join us at Community Partners for Affordable Housing (CPAH) and be part of a team dedicated to supporting our growing organization, currently serving over 450 households in Washington County and SW Portland. The Resident Services Coordinator is part of CPAH’s resident services serving CPAH communities. CPAH’s resident services program provides a range of services for youth, seniors aging in place, working families, and some of our most vulnerable neighbors in permanent supportive housing.

CPAH is dedicated not only to ensuring equitable access to housing, but also to building a team that reflects the diversity of our residents and represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

**Position Overview:**

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 two newer communities that include permanent supportive housing, as well as non-serviced enriched housing. Tasks include providing resource and referral information, coordinating with on-site property management and community based services, organizing community building activities, tracking outcomes and compiling reports, partnership development, supporting volunteers and agency interns and assisting with the Resident Advisory Committee.

**Qualifications:**

To be successful a Resident Services Coordinator, you will need to meet the minimum qualifications and commit to building an inclusive work environment.

*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.*



- At least two years' experience providing direct service in a social service setting.
- Experience working with diverse populations.
- Experience and ability to work with people who have housing barriers, challenges, and are vulnerable.
- Experience collaborating with community partners and service providers to meet resident needs.
- Desire and ability to work with affordable housing residents in an enriching, positive, and safe environment.
- Strong verbal and written communication skills, including ability to effectively communicate with upset individuals.
- Experience using resident centered, trauma informed, and de-escalation practices.
- Proven ability to work with efficiency and flexibility.
- 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.
- Proficiency in Microsoft Word
- Ability to enter and review data.

**Bilingual and/or multicultural individuals are encouraged to apply. CPAH values experience working with historically underserved populations and communities of color.**

#### **Unique Job Conditions**

Requires some (<15%) participation in evening and weekend meetings and events. We offer a flexible work environment, which will include the opportunity to work from home part-time. The duties of the job are primarily performed in an office environment. Currently, we are generally working at home due to COVID.

#### **To Apply**

To be considered for this role, **we require a cover letter and resume**. Great cover letters describe your interest and qualifications for this position, your commitment to diversity, equity, and inclusion, and your perspective on affordable housing in our community.

Email [jobs@cpahoregon.org](mailto:jobs@cpahoregon.org) to apply or to request more information or assistance with your application.

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

This position will be open until filled.

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