Make a Difference to Alleviate Poverty And Help Those in Need
Position: Resident Services Assistant
Location: San Leandro
https://mercyhousing.tms.hrdepartment.com/jobs/5584/Resident-Services-AssistantSan-Leandro-CA

This is a part time position for 32 hours per week.

Assists the on-site Resident Services staff in fostering and implementing residents’ initiatives to create and strengthen a healthy community. Assists in planning age appropriate activities for residents, which are healthy, safe, and outcome oriented. Promotes improvement in residents’ education and skill levels, self-esteem, leadership, responsibility, community building. Encourages residents to explore opportunities on-site or in the larger community, where possible.

This position will work closely in implementing an after school program for school-age youth on-site as well as assisting at another adjacent property.

**JOB FUNCTIONS/RESPONSIBILITIES**
1. With supervision, facilitates activities for residents, encouraging respect among the participants, for the property, and the program.
2. Coordinates and communicates with on-site personnel to schedule activities and to utilize space and materials.
3. Publicizes activities to the residents; recruits and encourages attendance at events.
4. Documents attendance and program outcomes. Keeps records of activities, and an accurate accounting of petty cash received and utilized.
5. Assists Resident Services staff in surveying and asset mapping, data entry, or other work as needed.
6. Assists with communication between residents, staff and community partners.

**JOB REQUIREMENTS**

**Education:**
High school diploma required. Post high school training in services for specific populations, recreation, community development planning or equivalent preferred.

**Experience:**
One year related experience desired.

**Abilities:**
- Interest in working in a housing environment with people of diverse cultures and backgrounds.
- Ability to listen actively and work collaboratively.
- Ability to communicate effectively with individuals and groups
- Ability to lead groups and foster leadership in others.
- Knowledge of computers helpful.
- Basic writing skills