



Resident Services & Activities Specialist

Senior Housing Options, Inc. (SHO) is a 501(c)3 not for profit organization established in 1979 to promote and provide quality affordable housing and supportive services to older adults in Colorado. SHO currently owns and/or operates seven affordable housing apartment communities and seven assisted living centers throughout the State of Colorado. The organization serves a community of 500 residents with the help of over 200 employees.

The Resident Services & Activities Specialist provides the residents of the Olin Hotel Apartments with education and support on the services available to them under HUD Section 8 Housing. This position plans and coordinates all resident activities and encourages an interactive and social living environment. This role is considered part-time and will work approximately 20 hours per week. Key functions of this position include, but are not limited to:

- Provides general service management which includes intake and referral of residents to service providers in the general community. These social services may include meals-on-wheels, transportation, home health aides, homemakers, financial assistance, etc.
- Inform residents about service availability, how to apply for services and benefits, consumer rights, and other relevant issues.
- Monitors the ongoing provision of services from community agencies and keeps the case management and provider agency current with the progress of the individual.
- Serves as a liaison to community agencies, networks with community providers and seeks out new services available to the residents.
- Assists the Resident Council within the property in planning social events, organizing activities and discussing daily life issues.
- Sponsors educational events which may include subjects relating to health care, agency support, life skills, referral sources, etc.
- Organize meetings to “teach” residents about housing development rules, regulations, and operations.
- Connect residents with educational and recreational programs through the city or town, senior centers, Elderhostel, and other sources.

Qualified candidates will have a Bachelor’s degree and five (5) years prior experience in social work/case management preferably with an elderly and/or family population. Qualified candidates must have demonstrated competency in the following areas:

- Ability to communicate clearly both verbally and in writing
- Friendly demeanor, positive disposition, tactful, patience and high ethical character
- Maintains a professional demeanor and responds with urgency
- Strong organizational and interpersonal skills; attention to detail
- Excellent computer skills and knowledge of Microsoft Office
- The ability to work quickly and efficiently, multi-tasking in a fast-paced environment
- Demonstrated ability to work effectively with a wide range of diverse constituents
- Self-directed and proactive; independent problem solver

Applicants should apply by sending their resume to.....

Senior Housing Options is an Equal Opportunity Employer (EOE), M/F/H/V