

Hudson River Housing, Inc.
Position Description

Position: Resident Services Care Coordinator

FLSA Category (Check one): Exempt Non- Exempt

Primary Site Assigned to: Resident Services

Immediate Supervisor: Director of Resident Services

General Description:

The job of the Resident Services Care Coordinator is to provide clerical support to the Director of Resident Services and the Resident Services Department.

Principal Duties:

1. Carry out administrative duties such as filing, typing, copying, etc.
2. Webster House HMIS data entry
3. Create new forms for resident services
4. Food Bank Reports
5. Gannett Housing Billing
6. Entering work orders into Yardi
7. Working as a liaison between DCFS and HRH
8. Webster House daily stats email
9. Producing flyers, brochures and invitations, as needed.
10. Serve as backup for front desk at Administrative office (Billing, answering telephones and receiving visitors to administrative office).
11. Assisting Director of Resident Services with various resident services tasks.
12. Checking intake paperwork for the care managers.
13. Take notes during meetings.
14. Reply to email, telephone or face to face inquiries
15. Work on reporting on Resident Service grants.
16. Data entry for monthly Incident Reports and Incident Report Committee meeting.
17. Maintain Computer and manual filing systems
18. Other duties, as needed.

Qualifications:

Education/Knowledge: High School Graduate.

Experience: Administrative Assistant experience preferred. Billing experience preferred but not required.

License Requirements: Valid driver's license

Other: Full clerical skills, typing speed of 40 to 50 words per minute, excellent written and verbal communication skills, excellent computer and organizational skills with the ability to multi-task, flexibility a must, good telephone manner. Excellent time management skills and the ability to prioritize work.

Hudson River Housing is dedicated to maintaining a work environment that is free from harassment and discrimination on the basis of age, race, creed, color, national origin (including ancestry), religion, gender or sex, gender identity or expression, sexual orientation, pregnancy (including childbirth and related medical conditions), alienage or citizenship status (unless required by law), disability, reproductive health decision making (including, but not limited to, the decision to use or access a particular drug, device, or medical service), marital status, partnership status, caregiver status, domestic violence victim status, familial status, military status, unemployment status, genetic

information (including genetic characteristics), or any other protected status under federal, state, or local laws. Hudson River Housing is dedicated to the fulfillment of this policy with respect to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, compensation, termination, and all other terms, conditions, and privileges of employment.