



Date: January 22, 2019

POSITION DESCRIPTION
GOOD LIFE COORDINATOR-PAT CROWLEY HOUSE

TITLE: Good Life Coordinator-Pat Crowley House
REPORTS TO: Program Director
SUPERVISES: Resident Assistants, Cook
STATUS: Exempt, salaried, full-time

H.O.M.E. Overview:

Housing Opportunities & Maintenance for the Elderly (H.O.M.E.) is a one-of-a-kind Chicago organization that seeks to foster joy, connection and independence for Chicago's low-income seniors. H.O.M.E. is a bright spot for all who know it. Founded in 1982, H.O.M.E. has helped thousands of low-income seniors in Chicago maintain their independence by providing a home upkeep and repair service, shopping bus, moving program, and three affordable apartment buildings where seniors can live comfortably in an intergenerational environment. H.O.M.E. is characterized by a warm and caring culture.

Job Description:

H.O.M.E. is seeking a Good Life Coordinator for Pat Crowley House, one of its intergenerational affordable Good Life Senior Residences in the Edgewater neighborhood of Chicago. The Good Life Coordinator manages all aspects of the daily operations of Pat Crowley House, where a family with children and four young adults (Resident Assistants) live alongside twelve older adults who desire more support and a family-like setting. This position is responsible for ensuring that the Pat Crowley House is a safe, clean, well-maintained setting for all residents and staff. This position assures that older adult residents receive assistance with cleaning and laundry, casework and meals, along with scheduled monthly social and educational programming and outings.

Responsibilities:

1. **Program Coordination (15%)**
 - a. Assists with inquiries and tours for interested older adult applicants, and executes home visits and assessments for all potential residents with other housing staff.
 - b. Works with cook on weekly purchasing and menu planning for meals.
 - c. Purchases food and supplies for the Good Life Senior Residences.
 - d. Coordinates pick-up or delivery of donated food, supplies and items for residents, including uploading of groceries from vehicle to inside PCH.
 - e. Plans and schedules for 24-hour coverage for building: fills in for cook or resident assistants, as necessary.
 - f. Reports accidents, responds to emergencies and completes incident reports in a timely manner.
 - g. Coordinates maintenance and repair of building and vehicles assigned to PCH.
 - h. Participates in marketing efforts, including tours, to increase occupancy and income to the Good Life programs.

2. **Staff Hiring, Supervision, Training, and Support (30%)**
 - a. Interviews, hires and supervises Cook, Resident Assistants and Maintenance

Worker.

- b. Coordinates professional development opportunities for direct reports.
 - c. Arranges and facilitates, at minimum, monthly meeting with resident assistants.
3. **Case Management** (30%)
- a. Works closely with other members of housing staff to anticipate and address residents' needs.
 - b. Maintains database of resources and referrals that may be helpful to residents.
 - c. Provides residents with assistance related to entitlements, scheduling medical appointments, financial management, coordination of transportation and accessing services of other organizations.
 - d. Communicates and meets with family members and medical personnel as necessary.
 - e. In coordination with other Housing staff, plans activities, educational opportunities and outings for residents that foster a spirit of community.
 - f. Arranges and facilitates monthly community night with residents, resident assistants and family.
 - g. Arranges and facilitates monthly resident meeting.
 - h. Encourages independence and self-help within individual resident's abilities.
 - i. Identifies service opportunities for H.O.M.E. residents both within agency and in community.
4. **Volunteers and Interns** (10%)
- a. Requests and utilizes volunteers and encourages residents to participate with volunteers.
 - b. Orients and supervises volunteers.
 - c. Site Supervisor for social work interns assigned to the Good Life Senior Residences; collaborates with Program Director to plan meaningful internship experiences.
5. **Administration** (10%)
- a. Prepares and processes leasing documents, both at end of trial period and at annual renewal date.
 - b. Receives, records and deposits monthly rent checks from senior residents and family tenants.
 - c. Develops monthly calendar of events.
 - d. Develops resident assistants' schedules.
 - e. Drafts annual budget for the Good Life Senior Residences-Pat Crowley House and monitors departmental expenditures throughout the fiscal year.
 - f. Timekeeping, record keeping, other administrative requirements of the position
 - g. Performs other duties as required.

Requirements:

Skills

1. Effective management and team building skills; able to build rapport, align staff to shared goals, and create accountability.
2. Effective organizational and communication skills.
3. Takes initiative and is self-directed but informed by program needs and mission.
4. Ability to prioritize and multi-task.

5. Ability to work with seniors, family, other staff, resident assistants, other agencies and volunteers.
6. Ability to navigate conflict and coach staff to achieve positive outcomes.
7. Competency and effectiveness in coordinating care and case management.
8. Concern and understanding for older adults.
9. Patience, compassion and the ability to listen.
10. Ability to solve problems and identify and utilized resources.
11. Willingness to pitch in and do what needs to be done.
12. Holds and is able to live out H.O.M.E. values; values are consistent and congruent across professional and personal life.
13. Demonstrated commitment to diversity and inclusion.
14. Passion for the mission and vision of H.O.M.E.

Experience/Education:

1. Bachelor's degree in social work or related field.
2. At least 3 years' experience in human services required; experience with the older adult population strongly preferred.
3. Minimum 1 year supervisory experience required.
4. Demonstrated commitment to diversity and inclusion.
5. Valid driver's license in good standing.
6. Food Sanitation license a plus.
7. Ability to work flexible schedule and be on-call.
8. Microsoft Office proficiency.

Work Environment:

1. Position requires frequent and regular computer and phone use.
2. Work place is a smoke- and drug-free environment.
3. Intermittent travel to off-site locations may be required.
4. Occasional night and weekend work may be asked of H.O.M.E. staff.
5. H.O.M.E. is an equal opportunity employer and prohibits discrimination and harassment of any kind. All employment decisions at H.O.M.E. are based on business needs, job requirements, and individual qualifications, without regard to race, ethnicity, creed, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, citizenship status, military service, marital status, order of protection status, handicap, disability (including HIV/AIDS), or any other characteristic protected by federal, state, or local law.

COMPENSATION: Salary is based on qualifications. Comprehensive benefits package.

HOW TO APPLY: Send your cover letter and resume (applications without cover letters will not be considered) via email by February 4, 2019 to Tricia Mullin, Program Director, at TriciaM@HOMEseniors.org No phone calls, please.

AFFIRMATIVE ACTION EMPLOYER.
PEOPLE OF COLOR AND PEOPLE WITH DISABILITIES ENCOURAGED TO APPLY.