

**NORTHSIDE COMMUNITY RESOURCES
PART-TIME SENIOR SERVICES PROGRAM COORDINATOR**

REPORTS TO: NCR Senior Services Manager and Executive Director
SUPERVISES: NCR Senior Services interns/volunteers
CLASSIFICATION: Non-Exempt, Part-time (up to 20hrs/week) w/benefits

Northside Community Resources (NCR) has an immediate part-time employment opportunity for a Senior Services Program Coordinator. Candidate must be self-motivated, have a strong work ethic, be reliable and attentive to details, timeliness and have great people skills. The Candidate must be comfortable working in a team environment or on their own at times and be willing to work at the office or remotely, depending on the staggered office schedule.

Overall Duties Include:

1. Serving as a program coordinator for NCR's Small Accessibility Repairs for Seniors (SARFS) program, which provides small home repairs in the homes of seniors 60+ years of age, to help improve the accessibility, mobility, and safety in their homes.
2. Conducting outreach and marketing of the SARFS program in Chicago's north side neighborhoods, through community and faith-based organizations, elected officials' offices, senior centers, social media, and other community networks, etc. to provide information about the program and encourage seniors 60+ years of age to apply.
3. Responsible for the following program tasks in the Small Accessibility Repairs for Seniors (SARFS) program:
 - Meet (remotely/virtually) with seniors 60+ years of age and conduct program eligibility screening.
 - Assist eligible clients with the application process, collect the required client documentation and verify property tax information online.
 - Submit application and required documentation electronically on behalf of the client to the Chicago Dept. of Housing.
 - Submit requests for LEAD and Environmental clearances to the Dept. of Housing.
 - Maintain clean client files/documentation and communication with clients in order to schedule repair jobs appropriately, so that the program meets grant goals/outcomes.
 - Work with the program contractor and subcontractors, to coordinate, plan and carryout the repair work in consultation with the client.
 - Work with NCR's Finance Manager and provide completed work orders and documents required for submitting reimbursement vouchers.
 - Regularly report the status/progress of all work to the Senior Services Manager and convey any challenges and/or additional resources required.
 - Carryout other tasks/duties as assigned by Program Manager or Executive Director.
4. Prepare and submit program reports on a monthly/quarterly/annual basis, in consultation with the Senior Service Manager and as required by the Chicago Dept. of Housing, NCR management and/or other grant funders.

5. Occasionally provide programmatic information, annual client service numbers and other assistance necessary to NCR's Development Director for submitting new grant applications or potential funding opportunities.
6. Attend meetings on behalf of NCR with program funder and/or with community stakeholders as needed.
7. Maintain good public relations in all sectors, including with public officials, other community groups, businesses, and the general public.

QUALIFICATIONS: Candidates should have a minimum of a High School diploma or commensurate working experience in social service programming related to the senior services field(s). Candidate must be detail oriented and have good written and verbal skills. Candidates must also have intermediate computer skills in MS Office software applications, the Internet and Email based applications. Candidates must also be comfortable working with a diverse senior population and be able to occasionally conduct home visits if/when a client is unable to come to the NCR office to complete program applications any other way. Prefer candidates who have senior services experience within a community organization setting.

Salary Range: \$17.00/hr w/benefits

Work Location: On site at organization's office, remotely and/or out in the community as needed.

Any special requirements for applicants: *Passing a criminal background check is a requirement.*

Interested parties can apply for this position by: Submitting a resume and three (3) professional references to [NCR's Executive Director via email at: chris@northsidecr.org](mailto:chris@northsidecr.org)

NCR is dedicated to promoting equal opportunity employment. NCR is committed to providing reasonable accommodations to applicants with physical and/or mental disabilities. We value and encourage diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, military and veteran status, gender identity or expression, genetic information, or any other characteristic protected by federal, state, or local law. If you are interested in applying for employment with NCR and need special assistance or an accommodation to apply for a position or engage in any testing or the interview process, please email chris@northsidecr.org with your request. Determinations on requests for reasonable accommodation are made on a case-by-case basis.