Position Title: Resident Services Coordinator 2  
Supervisor: Supervising Resident Services Coordinator  
Compensation: Based on experience - 35 hours per week with benefits package  

Agency Overview: The Association for Community Housing Solutions (TACHS) is a non-profit (501 c 3) housing developer located in Southern California's San Diego County. TACHS was incorporated in 1994 and has grown to become one of the only housing developers in San Diego focusing solely on the development of permanent supportive housing for low-income, special needs individuals. TACHS has its corporate offices in the City of San Diego, and four properties located throughout the city totaling 110 units of housing. The mission of TACHS is to develop permanent, supportive housing, for low income persons living with serious mental illness (SMI) and other chronic disabilities where they can live independently and receive integrated supportive services to improve their quality of life and stop the cycle of homelessness.

Qualifications:  
-Bachelor’s Degree in social services or related field preferred but not required. 2 years of experience in case management or mental health services and/or activities direction are preferable.  
-Knowledge and experience in addressing the issues of homelessness, mental illness, substance abuse, under-education, and under-employment.  
-Professional verbal, written, problem-solving, group facilitation, and interpersonal skills to be able to effectively communicate with persons from diverse backgrounds, whether in formal or informal working relationships.  
-A valid California Driver's license and reliable transportation.  
-Ability to be flexible, work as part of a team, to adjust schedule to changing work requirements.  
-Ability to facilitate group interactions and to motivate clients to set and achieve personal goals while maintaining detailed records and accurate data entry.  

General Overview of Primary Responsibilities:  
-Assist and support Resident Services department in the goal of the provision of high quality supportive services and programming to Participants. Provide additional assistance to Participants to develop, set, and achieve personal objectives as related to HUD’s primary focus relating to housing stability, skills and income, and self-determination.  
-Hold and maintain individual client sessions with residents in multiple programs/properties. Sessions are held according to the client’s needs, up to and including daily contact.  
-Plan and facilitate multiple group interactions per week at each property. Examples are weekly social opportunity groups, educational groups, walking clubs, educational classes, etc. This includes planning and purchasing materials on a limited budget.  
-Maintain client charts according to agency policy and in compliance with HUD and other reporting mandates. Record all interactions with residents that related to their Service Plan Goals, housing status, and all major life events/changes.  
-Data entry across a wide range of program outputs and outcomes. Record services delivered for purpose of Annual Progress Reporting to funding sources.  
-Assist residents in issues that arise with property management or other providers and help them to advocate on their own behalf. Work in conjunction with case managers through FSP service partners and assist in coordinating care through multiple service agencies.  
-Assist in building a sense of “community” on the property by reducing resident’s tendency to isolate and encourage networking among residents/use of natural supports.  
-Be on the property to handle emergency situations if they arise. Situations can include individual emergencies/crisis’s and situations that involve the community.  
-Other tasks as assigned by the Supervising Resident Services Coordinator or Associate Director.

All interested parties, please email a current resume and letter of interest with salary requirements to Jon Walters at jon@tachs.org. For more information on the position, please email or call (858) 277-3757.