

Director of Resident Services Roxbury Tenants of Harvard, Boston, Massachusetts

Roxbury Tenants of Harvard (R.T.H.) — a multi-purpose, resident-controlled non-profit- seeks a seasoned social services professional for leadership position of its Resident Services Department providing support and advocacy to the residents of the R.T.H. community. The Director of Resident Services is responsible for the overall mission, vision, and values of the department and for ensuring that these guiding principles reflect the desires and needs of the community.

PRIMARY RESPONSIBILITIES

- Oversee social work services for RTH residents, approximately 2000 people
- Perform outreach efforts to residents
- Collaborate with program staff in program planning and implementation
- Collaborate with property management companies
- Provide advocacy, referrals, and support to residents and staff
- Complete proper documentation
- Attend monthly staff team meeting and facilitate when necessary
- Provide scheduled, weekly walk-in hours to residents and staff

COMMUNITY OUTREACH AND COLLABORATION

- Initiate and partake in collaborations between R.T.H. and the broader Mission Hill community
- Organize community resources and have information easily accessible to the R.T.H. community

ADMINISTRATIVE DUTIES

- Submit monthly reports to the Executive Director
- Complete bi-annual statistics for the U.S. Department of Housing and Urban Development
- Interview, hire, train and supervise Resident Services staff and interns

ADDITIONAL DUTIES

- Research and apply for potential funding sources as program wants and needs are identified
- All other duties as requested by the Executive Director

QUALIFICATIONS

- Masters degree in social work ,LICSW required
- Excellent leadership, management and interpersonal skills necessary
- Must have a minimum of 7 years experience in a management position
- Experience working successfully in a culturally diverse environment necessary

To apply, please send a resume and cover letter to Noemi Laboy at nlaboy@roxburytenants.org .

RTH offers a competitive salary and a comprehensive benefits package.

An Equal Opportunity Employer