

**Job Title:** Resident Services Specialist

**Category:** Social Services

**Salary Range:** \$21.65 - \$33.04 hourly

**About Us:** Yakima Housing Authority is dedicated to providing safe, affordable, and inclusive housing solutions for individuals and families in our community. We believe that everyone deserves a place to call home, and we are committed to enhancing the quality of life for our residents. As a Resident Services Specialist, you will play a vital role in supporting our residents and creating vibrant, thriving communities.

**Job Description:** As a Resident Services Specialist, you'll play a key role in helping individuals with behavioral health needs achieve self-sufficiency. You'll work closely with our participants providing employment support and education, as well as housing services.

**Key Responsibilities:**

- Establish and maintain positive relationships with participants, addressing their employment and housing needs and concerns.
- Develop person-centered housing and employment service plans.
- Provide job placement opportunities in the community by networking and developing relationships with local employers via face-to-face and telephone contact.
- Assist participants in adapting to the workplace.
- Provide information and resources to residents related to social services, employment opportunities, healthcare, and other essential needs.
- Organize and facilitate community events, workshops, and activities that promote a sense of belonging and empowerment among residents.
- Assist residents in accessing available government assistance programs and services.
- Collaborate with community organizations and agencies to enhance the range of services available to residents.
- Maintain accurate records and documentation regarding participant eligibility, enrollment and progress notes.

Benefit package includes medical, dental, vision, short term disability, long term disability, retirement plan, EAP, 12 paid holidays, and PTO accrual.

Apply today. Applications available at [www.yakimahousing.org](http://www.yakimahousing.org). On the "About" tab select "Employment" from the dropdown list. Applications and resumes may be e-mailed to [employment@yakimahousing.org](mailto:employment@yakimahousing.org), faxed to (509) 508-0160, or dropped off in our document collection box in front of the YHA office, located at 810 N. 6th Ave. in Yakima.