

## YWCA SOUTHEASTERN MASSACHUSETTS JOB DESCRIPTION AND SPECIFICS

- POSITION:** Residential Services Coordinator
- STATEMENT OF DUTIES:** Oversee the day-to-day operations of YWCA residential programs
- SUPERVISION:** Reports to the Director of Adult and Youth Services
- RESPONSIBILITIES:**
- Accepts responsibility for implementing the Mission of the YWCA.
  - Responsible for providing and maintaining adequate supervision and security for residential programs and its residents at all times.
  - Responsible for the development and implementation of referral assessment, interview, admission and discharge procedures for residents.
  - Ensures the safety, security and cleanliness of the facility.
  - Oversees the enforcement of house residency rules and requirements.
  - Conducts resident room inspections, resident evaluations, and provide case management.
  - Develops individual service plans for all residents and meets weekly with each resident to review progress on their plan.
  - Facilitates resident house meetings.
  - Assumes overall responsibility for the coordinating and maintaining of resident records.
  - Collects and records resident fees.
  - Develops and oversees the implementation of procedures, which assure proper control for the purchase, inventory and utilization of supplies, furnishing, equipment, etc. necessary for the successful operation of the house.
  - Attends and participates in meetings, conferences, trainings as required.
  - Work with the Executive Director and Development Staff to achieve the YWCA's overall resource development and communications goals.
  - Other job-related duties and responsibilities may be assigned and/or the job description may change periodically to reflect changing organization needs.

**QUALIFICATIONS:**

- College degree preferred in Health/Human Services or related studies.
- Minimum two years experience working in a residential program or related field.
- Knowledge of substance abuse treatment and education.
- Experience working with housing authority, voucher and/or section 8 programs.

# YWCA IS ON A MISSION

eliminating racism  
empowering women  
**ywca**

- Excellent communications skills and writing skills, well organized and flexible.
- Commitment to team approach.
- Ability to pass a drug use screening and satisfactory response to a CORI.

**POSITION STATUS:** FULL TIME/NON-EXEMPT/FLEXIBLE  
40 hours per week  
Includes some nights and weekends; on call  
\$17.00-\$19.00/hour

The YWCA Southeastern Massachusetts offers benefits including 50% reimbursement for individual health insurance, AFLAC supplemental insurance; earned vacation, sick time and holidays; and an excellent retirement plan.

Please send resume and cover letter to Andrea Davidson, Director of Adult and Youth Services at [adavidson@ywcasema.org](mailto:adavidson@ywcasema.org)

THE YWCA SOUTHEASTERN MASSACHUSETTS IS AN EQUAL EMPLOYMENT  
OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

YWCA Southeastern Massachusetts values a diverse, equitable, and inclusive workplace and strongly encourages women, people of color, LGBTQ+ folks, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. YWCA Southeastern MA is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

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