



Basic Needs / Neighborhood Services Coordinator

Wanted: Versatile individual to join our team at Hands On Hartford as the Basic Needs / Neighborhood Coordinator working to provide services to low-income individuals and families who reside in Hartford. The Basic Needs / Neighborhood Services Coordinator will be the primary day to day staff person to respond to referrals and needs from participants, partnering agencies and faith groups. A special focus of this position will be with partial security deposit assistance, Operation Fuel, rental assistance, dental funds, and employment / education funds.

Why work at Hands On Hartford: Located in the vibrant Parkville neighborhood of Hartford, in partnership with others, strengthens community in Hartford by responding faithfully to people in need through programs that change lives and renew human possibility. We're a 53-year-old nonprofit that values diversity, team work, and takes a strength based, collaborative approach to all we do.

When: Full time Monday – Friday. A minimum of 2 holidays per year and occasional evening and weekend.

Pay: Range \$19-\$23 per hour. This is an hourly position.

As the Basic Needs / Neighborhood Services Coordinator, you will Pre-Screen/Process applicants for security deposit assistance, Operation Fuel, rental assistance, dental funds, and employment / education funds, and partner referral eligibility. Schedule appointments with clients. Enter client intakes into in the data management system. Maintain records of each client assisted. Make referrals to other providers and resources, follow-up on referrals, and provide other on-going supportive services as appropriate. Complete intakes.

Qualifications:

- Fluency in English and Spanish is strongly preferred.
- The ideal candidate will have proficiency in Microsoft Word, Excel, Outlook and other Microsoft products.
- 2 years' experience in case management and/or resources and referral navigation is strongly preferred
- Strong written and verbal communication skills
- Ability to lift and carry up to 25 lbs.

What we offer full time employees:

- Excellent medical/dental/disability/life benefits
- Dedicated, diverse, and friendly co-workers
- Paid time off – 12 paid holidays, vacation, personal time, and sick leave
- 401 K contribution and employer match
- Free on-site parking

If this sounds like a good fit to you, send letter of interest & resume to:

**Stephanie Boyce, Homeless Prevention and Outreach Manager
Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.**

Email: sboyce@handsonhartford.org

Closing date: 5/31/2022

AA/EOE