



Service Coordinator - Shelby Woods Apartments - Columbiana, AL

SPM, LLC, a full-service national property management firm, is seeking a qualified Service Coordinator. The Service Coordinator educates residents on available services and develops a network of contacts with service providers and agencies for resident referrals. The Service Coordinator works in conjunction with the management staff to empower residents to age in place and remain as independent and self-reliant as possible. This position is 30 hours per week.

JOB REQUIREMENTS

- Must possess a Bachelor's Degree in Social Work, Gerontology, Psychology, or related field.
- Preferable that applicants have knowledge of local community services, Federal and State entitlement programs and other resources for senior adults.
- Assist and educate residents and families of the services which may be necessary to maintain a self-reliant lifestyle.
- Promote wellness activities for all residents.
- Act as a liaison between community agencies, service providers and residents.
- Work as a team member with community manager and other housing management staff in serving residents.
- Monitor the delivery of services to residents to ensure they are appropriate, timely and satisfactory.
- Advocate and may negotiate on behalf of residents for adequate, timely and cost-effective provision of services.
- Assemble a directory of community services and make it available to residents, families and management.
- Assist management in identifying residents who need assistance.

BENEFITS

At SPM, our employees are just as important to us as our residents. That's why we offer a comprehensive benefits package to meet your needs. Additional benefits are achieved the longer you are with us, such as increased paid time off. Here are just a few of the benefits SPM offers:

- Medical, Dental & Vision Insurance
- Voluntary Paid Life & Disability Insurance
- Holidays and Paid Time Off for Personal, Sick and Vacation Time
- 401(k) Retirement Plan with Employer Match
- Employee Assistance Program
- Health and Wellness Program

SPM, LLC is an equal opportunity employer. Drug-free workplace

Pay Range: \$18 - \$20 per hour

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