



Job Announcement

Position: Community Services Specialist	Department: Housing
Location: Hughesville, MD	Employment Status: Full-Time
FLSA: Exempt Grade: 14	Compensation: \$68,520 per annum
Weeks Worked: 52	Work Per Week: 40 + hours Monday – Friday, some evenings/weekends
Opening Date: February 15, 2024	Closing Date: Until filled

Summary of Job Description: Southern Maryland Tri-County Community Action Committee is implementing a Community Services Program to provide support to our residents. The Community Services Specialist reports directly to the Director of Housing and Emergency Services and will identify, assess, select, and maintain professional working relationships with services offered through SMTCCAC and to services available through partner community organizations and programs.

The primary focus will be to help households maintain their housing stability and will identify households who are at-risk of losing their housing and coordinate with the property manager and SMTCCAC’s housing staff to develop a plan for at-risk households. The specialist will also work with residents to organize and form Resident Councils, if desired, to empower residents and involve them in governance and improving community safety. The Community Services Specialist will help with organizing resident social events, training and workshops, and community building events.

Summary of Requirements: bachelor’s degree in social work, human services, or related field and at least 2 years’ experience in case management and maintaining accurate and current records. Good math skills, analytical skills, and skills using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, and create spreadsheets, and reports. Must always maintain confidentiality. Communication Skills: Communicates effectively, appropriately, and professionally in written and verbal form with coworkers, supervisors, customers, and vendors.

Responsibilities and Duties:

Plan and coordinate supportive services to SMTCCAC residents which help them to maintain housing stability, become more self-sufficient, increase socialization, and improve their quality of life.

Maintain a caseload of approximately 40 families with identified needs to maintain housing stability.

Identify resources and services throughout the community which will serve the participants’ needs and develop a working relationship with service providers for referring clients.

Provide logistics support to the housing counseling staff to schedule workshops and training to help clients live more independently.

Develop positive, professional, working relationships with the property’s residents and the property management staff.

Cooperate with the Building Manager to assist the resident in maintaining lease compliance and in obtaining and coordinating services.

Work with families who are at-risk of losing their housing to develop housing stability plans.

Identify and evaluate the resources in the community.

Refer residents to appropriate services.

Help residents facilitate social activities and community-organizing activities.

Disseminate information about the resident services program to residents.

Manage mediation when necessary.

Set program target outcomes, following up and tracking referral outcomes to ensure that residents have achieved a successful outcome from the resource service.

Maintain case notes in a protected, confidential, secure file cabinet.

Coordinate Resident Councils as appropriate and desired by residents.

Build community by engaging the surrounding community's participation in workshops and events.

Prepare monthly newsletters for each of the projects.

Other duties as assigned.

Licenses or Certificates:

Valid Maryland Driver's License.

Special Requirements:

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing. Current Driving Record, and valid Insurance Appropriate minimum.

Physical Demands:

Work requires limited physical effort.

Applications Accepted by Mail and Online	
Mail to: SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	Online at: www.smtccac.org
Required Documents: The following documents are required based on job: In addition to your application and resume, please provide a copy of your degree and/or a copy of your college transcripts. Applications and Documents submitted with missing information will not be considered. Do not send applications via Fax.	

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