



## **AKWESASNE HOUSING AUTHORITY**

### **Position Description**

378 State Route 37, Suite A • Hogansburg, NY  
13655 • (518) 358-9020

### **Position Title: Services Coordinator**

Department: Housing Services

Reports To: Housing Services Manager

Status: Part-Time, Non-Exempt

### **Position Summary**

The Services Coordinator supports elderly residents by connecting them with services that promote independence, wellness, and quality of life. This position works collaboratively with Housing Services staff, tribal departments, and community partners to help residents successfully age in place.

### **Key Responsibilities**

- Works Closely with full-time services coordinator.
- Assist with needs assessments and support residents in accessing appropriate services.
- Coordinate wellness, educational, and supportive programs.
- Serve as liaison between residents and community or tribal resources.
- Support residents during transitions such as hospital discharge.
- Develop partnerships with service providers and identify new resources.
- Assist with activities, workshops, and resident engagement efforts.
- Maintain organized and accurate documentation and provide regular updates to the Housing Services Manager.
- Participate in and assist with meetings, training, program evaluation, and community events.
- Assist with preparing and maintaining required grant reporting documentation.
- Perform other duties as assigned.
- Handle sensitive personal and organizational information with discretion, ensuring confidentiality and compliance with applicable privacy and data-protection standards.

## Qualifications

- Associate's degree or equivalent experience in human services, business, or related field.
- 2–4 years of related experience preferred, especially within the Akwesasne community.
- Strong communication, organization, and interpersonal skills.
- Ability to work respectfully within Native traditions and community values.
- Basic computer and documentation skills; experience with AASC online software and asset systems is an asset.
- Experience working with older adults and individuals with developmental disabilities.
- Must successfully complete required drug screening.