



JOB POSTING

The South Boston Neighborhood House is seeking an energetic person(s) with a genuine enthusiasm for working with older adults/seniors to fill the following positions. We are looking for qualified individuals to join our dedicated team of human service professionals committed to enhancing family and neighborhood life in South Boston.

We are currently looking to fill the following position:

**Senior Program Resident Service Coordinator (RSC) AND Senior Program Assistant
O'Connor Way Senior Housing, 5 Major Michael J. O'Connor Way**

Senior Program Assistant:

Responsibilities:

- Providing support to RSC, planning and implementing programming and services.
- Fostering an environment that is inclusive and comfortable.
- Attending regular staff meeting to support and enhance communication between SBNH, Programs, staff and supervisors.
- Perform other duties as deemed necessary or appropriate by supervisor.

Qualifications:

- Highschool graduate, must be at least 18 years of age with a valid driver's license, willing to transport seniors on trips in the SBNH van.
- Proficient in Microsoft Office.
- Fluent in English, Spanish helpful but not required.
- Part-time hours (20 hours/week) between 1:00 - 5:00pm Mon. – Fri.
 - Permanent (after sixth month probationary period)

The South Boston Neighborhood House is an Equal Opportunity Employer that encourages applications from persons with disabilities and members of underrepresented groups.

Qualified applicants may submit a resume to:

Carole Sullivan, Senior Advocate/Senior Program Director
South Boston Neighborhood House
136 H Street, South Boston MA 02127
CSullivan@sbnh.org