



The mission of MDHA is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.

**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY  
HUMAN RESOURCES DIVISION**

**Position Open: October 12, 2018  
Position Closing Date: October 19, 2018**

## **Job Announcement**

### **Contract Position: SOCIAL SERVICES COORDINATOR Salary Range: \$45,525-59,186 annually, plus benefits**

Come join our team as a Social Services Coordinator in our Affordable Housing Department. In this role, you will provide residents a program of social services which includes crisis intervention, information and referral, health related services, and counseling. You'll coordinate services with other agencies, plan and implement group activities and programs for youth and adults that enhance self-esteem, self-sufficiency, and participation in family and community life, and develop on-site service that addresses identified resident and community needs.

***MDHA offers competitive salaries and an amazing retirement program.  
Our Mission is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.***

#### **REQUIRED EDUCATION AND EXPERIENCE**

Bachelor's degree in social work or a behavioral science, plus two (2) years of experience in social work.

*Candidates with accreditation earned in foreign institutes are encouraged to apply.*

#### **ESSENTIAL FUNCTIONS**

- Gathers and assesses information regarding problems of residents to arrive at solutions to problems
- Responds to crisis situations; makes referrals to community resources;
- Provides counseling and supportive services
- Works with management to resolve problems
- Assesses community needs and develops resources and programs to address these needs
- Plans and implements group activities and programs for adults and youth that enhance self-esteem, self-sufficiency, and that provide alternatives to the use of illegal drugs
- Coordinates on-site services provided by other agencies; networks with community agencies
- Assists with grant writing;
- Attends meetings, maintains records, prepares reports and does related work as required

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- knowledge of community resources;
- knowledge and understanding of child development, the aging process, and substance abuse;
- ability to communicate clearly and effectively both orally and in writing;
- ability to plan and implement program activities;
- ability to direct the work of others;
- ability to deal tactfully with the public;

#### **DESIRABLE QUALIFICATIONS**

- Knowledge of methods and principals involved in social assessment and treatment;
- An understanding of individual and group behavior;
- Ability to establish meaningful relationships with clients on an individual and group basis

**THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.**

All applicants will be required to submit an Agency application regardless of whether a resume' is submitted or not. MDHA application is available at [www.Nashville-MDHA.org](http://www.Nashville-MDHA.org). Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace

**701 South Sixth Street, P.O. Box 846  
Nashville, Tennessee 37202**

**Fax - (615) 780-7019**

**[www.Nashville-MDHA.org](http://www.Nashville-MDHA.org)**

**[Personnel@Nashville-MDHA.org](mailto:Personnel@Nashville-MDHA.org)**

**TDD#252-8599**

**To request a reasonable accommodation or assistance with language interpretation**

**Contact: 252-8550**