



PRINCETON  
COMMUNITY  
HOUSING



## **Social Services Manager – Full Time, Permanent**

Princeton Community Housing (PCH) in Princeton, NJ is seeking an enthusiastic, full time Social Services Manager (SSM) to join the dedicated teams at Elm Court (EC) and Harriet Bryan House (HBH), two welcoming affordable rental communities for residents aged 62 and older, located on 6 beautifully landscaped acres in Princeton, NJ. EC and HBH feature 88 and 66 rental apartments respectively, along with many indoor and outdoor amenities for residents, including generous meeting rooms, a library, and a community garden, as well as various activities and supportive programming.

PCH is a not-for-profit organization established in 1967 that develops and manages welcoming and quality affordable rental homes in Princeton, NJ, and provides all residents with access to a wide array of supportive community resources. PCH staff persons are diverse, caring, and passionate about helping people, but are also enthusiastic about professional growth and maintaining a work/life balance. PCH is an excellent place to work if you want to help make a difference in people's lives. PCH offers an excellent benefits package, including a competitive salary commensurate with credentials and experience.

Reporting to the Executive Director (ED), the SSM works with the ED, Property Managers at EC and HBH and other PCH staff to help improve the quality of life for residents by increasing residents' access to services and by facilitating their participation in programs that enhance their physical, social, and mental well-being– what we characterize as the **"PCH Difference."** The SSM assesses, counsels, recommends and/or resolves resident issues impacting resident's personal life, health and well-being, and refers residents to suitable community services and resources as appropriate. The SSM supervises the Congregate Program & Office Assistant at EC and the Social Services Coordinator who works with residents at two other PCH communities.

### **Essential Duties and Responsibilities:**

- Lead, manage, and provide oversight for PCH social services team members, including Social Services Coordinator at Princeton Community Village and Griggs Farm, to ensure delivery of quality PCH Difference services, supports and programs.
- Provide general assistance and advocacy related to supportive and social services to EC/HBH residents; provide up-to-date information and clarification regarding programs such as Medicare, Medicaid, entitlements, and formal supportive and social services.
- Develop and maintain partnerships with local, county and state resources to remain current regarding information, services, programs, and supports available to address current and anticipated resident needs.
- Refer and link residents to supportive services available in and provided by trusted partners/resources in the general community. Such supportive services provided by others may include, but are not limited to, case management, personal care assistance, housekeeping services,

meals on-wheels, transportation, counseling, visiting nurse, preventive health screening/wellness training, and legal advocacy.

- Work cooperatively with residents and their families or resident's case worker (as applicable) when planning social services support or transition to a more appropriate setting.
- Supervise the funding application process, reporting, vendor coordination and operation of the onsite Congregate Services Program and the Congregate Services Program/Office Assistant staff member.
- Organize enrichment opportunities and activities for residents. Promote a positive social climate that fosters residents' psychosocial well-being by developing, implementing, and monitoring educational, recreational, and therapeutic programs for resident participation.
- Educate residents to services available on-site and in the community. Work with PCH staff and community partners to create new services or increase the availability of existing services to meet resident needs.
- Empower residents to meet their own needs through education, training, and accessing services for themselves.
- As required, prepare reports regarding service provision and update service plan in accordance with governing bodies.
- Work collaboratively with Property Managers and Maintenance staff to ensure lease compliance, including issues of hoarding, housekeeping and safety. Document contact with residents, providers, and families. Work with the Property Managers to keep resident files current
- Participate in quarterly PCH Board of Trustees committee meetings and Resident Town Hall meetings.

### **Qualifications**

The SSM position requires an ability to work in a complex human service setting with a diverse population. A combination of education and experience that results in knowledge of the human service system and experience working with persons with disabilities and the elderly is essential.

- Master's Degree in Social Work (MSW), Gerontology, or related human services field is preferred and at least 3 years of progressively responsible work experience is required. Bachelor's Degree in Social Work, Psychology, Gerontology, Counseling, or related specialty relevant to the position will be considered. Valid CSW credential required and LSW license preferred.
- Minimum 1-year management/supervisory experience.
- Excellent interpersonal skills and ability to work effectively and caringly with a variety of people.
- Demonstrated ability to work well independently, and collaboratively as part of a team.
- Proficiency in spoken and written English required; ability to communicate in Spanish and Mandarin is desirable.
- Basic computer skills; proficiency in Word, Excel, Access, Outlook and other Microsoft Office applications; familiarity with AASC database and documentation software a plus.
- Willingness to participate in ongoing training and networking programs like Conferences, Webinars, Workshops and Regional Forums.

Please submit a cover letter outlining your unique qualifications for the position and detailed resume to the attention of Edward Truscelli via email: [edward@pchhomes.org](mailto:edward@pchhomes.org). Please, no phone calls or office visits.