

Part-Time Resident Services Aide

General Information

Job Posting ID: 3479880	Creation Date: Apr 27, 2017
Employer Posting No: ---	Closing Date: Sep 17, 2017
Job Site Address: DEL RIO, Texas 78840	Employer Type: Private Sector
Openings Filled: 0 of 1	
Contacts: 93 of 100	Status: Open

Job Description

Responsible in the delivery of service and implementing of strategies which improve the quality of life of residents. Obtain required information by interviewing applicants, residents, family members and others. Assists residents with applications and confirm information. Oversee resident group activities and design and develop recreation and leisure programs. Conducts home visits and attends resident meetings to provide information of services, requirements and procedures. Possess skills in operating computer equipment & general office equipment; able to communicate clearly/concisely both orally/in writing; be bondable, & eligible for coverage under Authority fleet auto insurance. Must have a valid TX Driver's License. Work schedule to be discussed.

Supervisory Experience

Required: No

Pay: Between \$9.17 / HR and \$9.17 / HR

Shift: Days (First)

Duration: Regular

Workweek: Part Time

Veterans Only: No

Federal

Contractor: No

Eagle Ford Shale

Job: No

Job Requirements

Occupation: Office Clerks, General

Minimum Experience and Education: 1 yrs 0 mos and High School Diploma/GED

Additional Requirements

Basic Computer • Personal Computers

Skills:

- Language:**
- English; Fluency - Excellent
 - Spanish; Fluency - Fair

Driver's License

Type: Class C - Standard Driver's License