

## **Position Available**

### **Services Coordinator / Office Administrative Assistant**

**Location:** Winchester House Winchester, VA

**Job Type:** Full-Time (40 hours/week)

**Schedule:** Monday–Friday, flexible hours

**Benefits:** Available

#### **Job Summary**

Winchester House is seeking a compassionate and detail-oriented Services Coordinator / Administrative Assistant to support resident health and wellness while assisting with site management and administrative operations. This dual-role position helps ensure high-quality services and compliance with HUD requirements.

#### **Key Responsibilities**

##### **Resident Services**

- Provide resource coordination and wellness support
- Assist residents and families with care planning and transitions
- Connect residents to community health providers and services
- Coordinate educational programs and follow up on services

##### **Administrative Support**

- Front desk reception and visitor coordination
- Answer phones and assist residents and guests
- Support HUD compliance, tenant recertifications, and reporting
- Data entry and file management
- Assist with activities and office operations as needed by the Site Manager.

#### **Qualifications**

- Bachelor's degree in nursing, social work, case management, human services, or related field
- Strong communication and organizational skills
- Ability to work with diverse populations
- Experience with older adults preferred

## **Additional Information**

- Hourly position combining resident services and office support
- Training required, including Fair Housing compliance
- Team-focused, service-oriented environment

**Equal Opportunity Employer:** We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or any other protected status under applicable law.

## **How to Apply**

Submit your resume and cover letter to **[jobapplications@winchesterhouse.org](mailto:jobapplications@winchesterhouse.org)**