



Position Vacancy

RFP #24-090-1

Position: Home Sharing/Housing Representative
Department: Callahan Center
Salary Range: \$25.00 per hour
Schedule: Hours per week: 8 - 10
Tuesdays part-time required

The City of Framingham is currently a 100% onsite work environment.

The Callahan Center in Framingham, MA is looking for a part-time Home Sharing/Housing Representative. The Home Sharing initiative concerns identifying and assisting older adults to find housing in a shared location. Other housing-related projects will also be included in this position.

The nationally accredited Callahan Center is a multi-purpose center for people 55 and older. This 25,000-square-foot, fully accessible facility offers a wide range of exercise and recreational programs for little or no cost to participants. The Callahan Center strives to improve the healthy aging of a broader segment of the 55 and older population of Framingham.

Social Services staff are available to provide a broad range of support services, assistance with applying for benefits, and referrals for services that other organizations can provide. Bilingual staff is available to assist people who speak Spanish and Portuguese. The Callahan Center is supportive of LGBTQ+ older adults and their allies, and is one of 120+ centers across the country that have been accredited by the National Councils on Aging/National Institutes of Senior Centers.

For more information, please see the [Callahan Center/Senior Services website](#) and the [Callahan Courier Newsletter](#).

Position Purpose:

The Callahan Center is seeking a part-time Home Sharing/Housing Representative to participate in the Home Sharing initiative. This position collaborates with Jewish Family Services to assist older adults to find a home sharing living environment.

The representative will work 2 to 3 days per week (Tuesdays are required) for a total of 8-10 hours per week beginning immediately.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Provides outreach and case finding to identify prospective older adults.
2. Interview and assess older adults seeking home share housing option.
3. Works closely with various stakeholders to accomplish program objectives.
4. Conduct home safety evaluations for feasibility of home location.
5. Assess appropriateness and compatibility of older adults prior to securing a home match.
6. Develop follow-up and check-in schedules.

7. Work closely with Jewish Family Service worker/caseworker.
8. Maintain data base records of all older adult clients.
9. Assist older adults with housing applications and other housing resources.
10. Shares and disseminates existing and collected data to internal and external audiences.
11. Monitors program progress, goals, and objectives.
12. Maintains regular contact with Social Services Director.

Qualifications:

- Bachelor's Degree in Social Work or Human Services or equivalent
- Three to five years of experience working with older adults
- Use or willingness to learn Microsoft Office Suite
- Prior experience serving diverse populations
- Possession of a valid MA class D motor vehicle driver's license
- Positive results of MA CORI/SORI background check
- Travel to and from worksite (Callahan Center)
- Be highly self-motivated
- Ability to speak Spanish and/or Portuguese a plus
- Skills:
 - Organization
 - Flexibility to manage and oversee various work-related tasks
 - Written and oral communication

The City of Framingham will consider an equivalent combination of education and experience.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Skills: Little or no physical demands are required to perform the work. There may be some occasional lifting of objects such as department equipment, photocopy and computer paper.

- Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, or operating a motor vehicle.
- Visual Skills: Position requires routine reading of documents and reports for understanding.

Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Supervision Required:

This position reports to the Social Services Director.

Supervisory Responsibility:

None

Work Environment:

Most work is performed in typical office settings, with regular attendance at off-site meetings, including occasional ones beyond normal business hours. The employee operates standard office equipment. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Occupational Risk:

Duties generally do not present occupational risk to the employee. Personal injury could occur, however, through employee failure to properly follow safety precautions or procedures.

Accountability:

Consequences of errors, missed deadlines, or poor judgment may include delay of program progress, loss of grant funds, loss of the position, and legal repercussions.

Nature and Purpose of Relationships:

Employee is in communication constantly with co-workers, supervisors, other city employees, the public, and external groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee may serve as a spokesperson or recognized authority of the department in program-related subjects, including controversial matters where tact is required to avoid friction and obtain cooperation.

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The Callahan Senior Center is accessible by the [MWRTA](#).

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

The City of Framingham is an Affirmative Action Equal Opportunity Employer.