

CDA Service Coordinator

This is responsible para-professional tenant services work within the Community Development Authority (CDA)/Housing Operations Unit of the Department of Planning & Community & Economic Development. Employees provide diverse resident services to include: community agency liaison and referral; supportive services (e.g., assistance and information on inter-personal problem resolution, finances, housekeeping, etc.) and crisis intervention; and general assistance related to housing management considerations. Under the general supervision of a site Housing Manager, employees must exercise judgment, tact and discretion in providing resident services.

This recruitment will be used to fill two (2) current vacancies at:

- 1. 540 West Olin Avenue (Romnes Apartments)**
- 2. 702 Braxton Place (Brittingham Apartments and Gay Braxton Apartments)**

The City of Madison strives to provide exceptional customer service to all its residents and visitors. Therefore, successful candidates will have demonstrated ability to effectively work with multicultural communities.

For the complete list of the knowledge, skills, and abilities, please reference the [Tenant Services Aide](#) classification specification online.

Job Posting may be found at:

<https://www.governmentjobs.com/careers/madisonwi/jobs/2709629/cda-service-coordinator?pagetype=jobOpportunitiesJobs>

IMPORTANT: THERE IS A SUPPLEMENTAL ESSAY QUESTION ON THE JOB POSTING.

City of Madison
215 Martin Luther King, Jr., Blvd
Madison Municipal Building – Suite 261
Madison, WI 53703
(608) 266-4615
Website: <http://www.cityofmadison.com/jobs>