

From "RCAP Solutions" <mail@networkforgood.com>
To buildmaint@doverma.org
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Subject We're Hiring – RCAP Solutions is Seeking Passionate Individuals to Join Our Team!

RCAP Solutions is Seeking Passionate Individuals to Join Our Team!

Join our team of caring professionals who strive to make a difference in the lives of individuals, families, and their communities.

[Apply Today!](#)

Our belief in potential extends from the people we work with, to the team we work alongside, to ourselves as drivers of a brighter future. Our organizational culture inspires all members to embrace opportunities to develop and flourish in achieving value-driven goals. Our team includes big-picture thinkers, positive outlookers, flexible operators, and compassionate advocates. Through our backgrounds, skills, and diverse perspectives, we are brought together by our dedication to a better world.

RCAP Solutions is always looking to recruit talented individuals who are mission-driven, ambitious, creative, data-driven, diligent, passionate, proactive, problem-solvers, and committed to providing services to anyone who needs them.

If you are interested in one of the career opportunities listed below, please submit your resume and cover letter to our Human Resources Department via email:

HR@rcapsolutions.org

CURRENT AVAILABLE POSITIONS

Available Positions - Housing Resources

*We're asking our staff
[#WhyRCAPSolutions](#) is their
employer of choice!*

**RCAP Solutions
provides a wide range
of [housing counseling
and financial services](#)
to landlords, tenants,
homebuyers, and
homeowners
throughout Central
Massachusetts.
Furthermore, we
administer various
[subsidized housing
programs](#) - including
the Section 8 Housing
Choice Voucher (HCV)
Program.**

Meet Lindsey, Deputy
Director of Housing
Counseling, who
discusses the
advancement
opportunities at RCAP
Solutions and her advice
for those who may be
considering a career with
us.

[Watch the Video](#)

Housing Consumer Education Center (HCEC) Triage Associate - Worcester, MA

- * RCAP Solutions' Housing Consumer Education Center (HCEC) is a state-funded program which assists families with limited income to avoid homelessness and improve their situation. The HCEC Triage Staff are directly responsible for carrying out an initial assessment of client needs and providing support to clients as well as the department staff. The Triage Staff are the first point of contact for clients reaching out to both the HCEC and Residential Assistance for Families in Transition (RAFT) Departments. In addition, this position is responsible for all aspects of any additional duties and assignments as delegated by the supervisor. For full position description, [click here](#).

Housing Counselor - Worcester, MA

- * The Housing Counselor and Search Specialist is responsible for assisting clients with a wide range of housing issues including but not limited to; tenant issues, landlord issues, apartment/housing search, homeownership (including first-time homebuying and post-purchase counseling). This position will be responsible for providing information and referral services, brief counseling, and in some cases more in-depth counselling in the following areas; family budget and financial fitness, tenant rights and responsibilities, homeownership obligations and responsibilities, landlord obligations under Massachusetts law, and best practices and intense housing search advocacy. For full position description, [click here](#).

Program Representative - Worcester, MA

- * The Program Representative is responsible for a caseload of clients participating in a federal or state rental assistance program that we manage. Under the supervision of the Director of Rental Assistance, the Program Representative ensures that program participants and owners receiving rental assistance comply with program requirements in

accordance with all applicable state or federal regulatory requirements as well as RCAP Solutions' internal policies and procedures. They conduct this according to work RCAP Solutions' objectives, standards and supporting a team-oriented, healthy, and dynamic, work environment. For full position description, [click here](#).

Program Assistant - Worcester, MA

- * The principal responsibility of the Program Assistant is to be responsible for providing support to a team of Program Representatives with a variety of administrative tasks specific to the Rental Assistance Programs. Must carry out related work functions, as required to support agency objectives in a team oriented working environment. For full position description, [click here](#).
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Residential Assistance for Families in Transition (RAFT) Program Specialist - Worcester, MA

- * RCAP Solutions is currently seeking a qualified individual to join our team as the RAFT (Residential Assistance for Families in Transition) Program Specialist at our Client Resources Office in Worcester, MA. The position will be our front-line contact person for clients that may be eligible for the RAFT Program. The RAFT Program Specialist is responsible for assisting clients to access RAFT funds and then to manage the distribution of those funds. The case management will require knowledge on a wide range of housing issues including but not limited to tenant and landlord issues, homelessness prevention, apartment search and tenancy preservation. For full position description, [click here](#).
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Available Positions - Property Management

[#WhyRCAPSolutions](#) is their employer of choice!

RCAP Solutions manages several [affordable housing properties](#) for seniors, families, and individuals with disabilities/mobility impairments throughout Central Massachusetts. We offer on-site professional management, 24-hour on-call maintenance, and a resident service coordinator program, allowing residents to stay independent.

Meet Cody, Maintenance Technician for Atwood Acres and Townsend Woods – two of our properties located in Townsend, Massachusetts. Cody discusses the family-like atmosphere within the maintenance department.

[Watch the Video](#)

Property Manager (Groton Commons) – Groton, MA

- * Do you want to help seniors by fostering a healthy living environment? We're currently looking for an enthusiastic individual to join our team as the Property Manager at our affordable senior housing complex in Groton, MA – Groton Commons. In this role, you'll manage all aspects of the property; fostering a positive, active, and collaborative relationship with staff, residents, vendors, and associated agencies. The Property Manager is required to be on-call after RCAP Solutions business hours and to respond to and resolve emergencies. For full position description, [click here](#).
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Maintenance Technician (New Horizons Apartments) - Worcester, MA

- * Would you like to be a part of a team that assists residents in community housing for seniors, individuals with mobility impairment, and families with their home maintenance? In this position, you would maintain the physical integrity of our affordable housing properties. This involves ensuring a safe, secure, and comfortable living environment for residents, visitors and staff at all times. The Maintenance Technician is required to be on-call after RCAP business hours and to respond and resolve emergencies. For full position description, [click here](#).
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Maintenance Technician (Slater Estates) - Webster, MA

- * Would you like to be a part of a team that assists residents in community housing for seniors, individuals with mobility impairment, and families with their home maintenance? In this position, you would maintain the physical integrity of our affordable housing properties. This involves ensuring a safe, secure, and comfortable living environment for residents, visitors and staff at all times. The Maintenance Technician is required to be on-call after RCAP business hours and to respond and resolve emergencies. For full position description, [click here](#).
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Available Positions - Community & Environmental Resources

*We're asking our staff
[#WhyRCAPSolutions](#) is their
employer of choice!*

Our [Community & Environmental Resources](#) division supports rural communities with technical assistance to address drinking water, wastewater, solid waste, and other economic development needs. We provide such services in all six New England states, New York, New Jersey, Pennsylvania, Puerto Rico, and the U.S. Virgin Islands.

Meet John, Vermont State Manager, who oversees our environmental programs in The Green Mountain State! John talks about the intrinsic value of his work and the collaborative atmosphere that our team fosters.

Community Specialist - Maine

- * Do you want to help rural communities thrive and ensure their access to clean drinking water and sanitary wastewater disposal? This position will be responsible for providing services under the EPA Safe Drinking Water Act, the Clean Water Act, along with the Training and Technical Assistance Program for small public water systems and private wells to achieve and maintain compliance with federal and local regulations, as well as administer training and technical assistance for small publicly owned water and wastewater systems and individual well owners to maintain and prove water quality as necessary. The Community Specialist will work with a variety of small systems operators, board members, community leaders and homeowners. For full position description, [click here](#).
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Community Specialist - Massachusetts

- * Do you want to help rural communities thrive and ensure their access to clean drinking water and sanitary wastewater disposal? This position will be responsible for providing services under the EPA Safe Drinking Water Act, the Clean Water Act, along with the Training and Technical Assistance Program for small public water systems and private wells to achieve and maintain compliance with federal and local regulations, as well as administer training and technical assistance for small publicly owned water and wastewater systems and individual well owners to maintain and prove water quality as necessary. The Community Specialist will work with a variety of small systems operators, board members, community leaders and homeowners. For full position description, [click here](#).
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State Manager - New Jersey

- * Are you passionate about public health and have experience in community development and management? In this position, you will

support the organization's goals and objectives by overseeing and/or providing guidance and participation on all programmatic activities in the assigned state(s); acting as the primary liaison to the appropriate state primacy agencies and funding officials; and providing direct technical assistance and training to rural communities and small water and wastewater systems in the assigned areas of responsibility. For full position description, [click here](#).

Available Positions - Administrative

RCAP Solutions' administrative team plays a pivotal role in ensuring our day-to-day operations run smoothly. These team members help the organization thrive in its efforts to make a difference in the lives of individuals, families, and their communities. If you want to join a group of caring professionals who support one another, we may have the career for you!

Payroll Coordinator - Worcester, MA

- * Do you have payroll experience working in a fast-paced environment? In this role, you would be responsible for all aspects of payroll and for

providing support to the accounting department. The Payroll Coordinator works closely with Human Resources to ensure changes in payroll, benefits, etc. are captured and recorded properly. For full position description, [click here](#).

RCAP Solutions Offers Excellent Benefits and Professional Development Opportunities

At RCAP Solutions, our work is defined by an unmatched commitment – not only to our customers, but also our employees. We are proud of the excellence we achieve and the employees who make it possible. Offering leading employee benefits is a central tenant that guides our operations. These are just some of the benefits are available to full-time employees who work 30 or more hours a week:

- * Medical, vision, and dental insurance
- * 403(b) retirement plan
- * STD/LTD coverage
- * Free life insurance
- * 14 paid holidays

In addition, a career at RCAP Solutions opens the door to many opportunities – you'll achieve your professional goals while making a difference in the community!

Apply Today!

Full List of Available Positions

If you are interested in one of the career opportunities listed above, please submit your resume and cover letter to our Human Resources Department via email: HR@rcapsolutions.org

RCAP Solutions is an equal opportunity provider and employer and does not discriminate against qualified individuals with disabilities.

RCAP Solutions, Inc. | 191 May St. Worcester, MA 01602 | 800.488.1969 |
www.rcapsolutions.org

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