

# JENNIE RILEY

4200 Park Blvd. # 140 • Oakland, CA 94602 510.482.3379

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**Education:** **Master of Science in Counseling, Gerontology Specialization, SFSU, San Francisco, CA, 2003**  
**Bachelor of Arts, Major: Psychology, Minor: Women's Studies SSU, Rohnert Park, CA, 1994**

## RECENT WORK HISTORY:

- 7/06 to 9/06 **Resident Services Coordinator II Contractor, Mercy Housing: Martinelli House, San Rafael, CA**
- Please see job description below for job 9/03 to 2/05
- 2/05 - 6/06 **RSC II/Community Operations Manager, Mercy Housing: Francis of Assisi Community, San Francisco, CA**
- Act as Resident Services Coordinator II (see below), hire, orient, and supervise staff assigned to the property, maintain resident records, collaborate with site team and residents to create and strengthen a healthy community, facilitate on-site communication, monitor property goals, create and maintain yearly budget.
- 9/03 - 2/05 **Resident Services Coordinator II, Mercy Housing: St. Andrew Community and Oceana Terrace, Daly City and Pacifica, CA**
- Working with Seniors and Adults with Disability in low-income housing in one on one and group settings: refer residents to public and social programs and services, resident asset mapping, community asset mapping & implementation, recruit, supervise and support community leaders and volunteers, assist residents in identifying and developing networks, conference with residents family members/ support network, participate in the development of annual property budgets, collect data, record and evaluate the community's progress.
- 8/02 - 5/03 **Bereavement Intern, Sutter VNA & Hospice, Emeryville, CA**
- Provided one on one grief counseling for hospice and community clients in need of bereavement support in office, home or phone visit setting. Co-facilitated bereavement support groups; Daughters Grieving Their Mothers and Family and Friends. Participated in departmental meetings and consultation.
- 8/01 - 5/02 **Counselor/Casemanager Intern, On Lok, San Francisco, CA**
- Provided one on one counseling with older adults, monitored mood and behavior, managed psychosocial, bureaucratic, and family issues as needed, worked with multi-disciplined team to advocate for participants well being.
- 4-99 - 5-00 **Caregiver Volunteer, Zen Hospice Project at Laguna Honda Hospital Hospice Ward, San Francisco, CA**
- Completed forty-five hour comprehensive hospice training, provided emotional/spiritual support to indigent hospice patients, assisted nurses and attendants, provided companionship.

## OTHER WORK HISTORY:

- 5/01 to 8/02 **Elder Care, Wahlberg & Reade Family, Oakland, CA**
- 8/00 to 1/01 **Development Assistant, Zen Hospice Project, San Francisco, CA**
- 9/98 to 7/00 **Administrative Assistant, Zen Hospice Project, San Francisco, CA**