

## MATT URBAN HUMAN SERVICES CENTER OF WNY

JOB DESCRIPTION TITLE:	Hope Gardens Kitchen Community Health Worker
Supervisor:	Hope Gardens Trauma-Informed Services Supervisor
Location:	Matt Urban Hope Gardens (58 Oberlin Ave)
Education Requirements:	BA in Human Service, or equivalent experience
Work Experience Requirement:	2+ years experience working in human services with emphasis on vulnerable populations

Responsibilities: The Hope Gardens Community Health Worker is a full time (40 hours a week) hands-on position that has the primary responsibility of managing the Hope Gardens community kitchen and the on-site garden

Other responsibilities include:

- Shopping, prepping, serving and preparing healthy meals for the residents living at Hope Gardens
- Maintain the program's monthly food budget
- Create, maintain, and distribute weekly dinner menus for Hope Gardens residents
- Coordinate and lead the monthly Hope Gardens menu planning workshop with Hope Gardens residents input
- Monitor and coordinate food pick-ups and supply needs/orders with Food Bank of WNY and other partners
- Host one on one cooking engagements and facilitate larger cooking classes with the Hope Gardens Residents
- Facilitate educational opportunities around healthy eating, food allergies, and food security
- Develop a community garden program at Hope Gardens
- Ensure the Hope Gardens kitchen, pantry and dining room are cleaned daily
- Understand and implement Erie County Health Department Food Service Establishment inspections and safe food handling practices
- Become ServSafe trained and certified
- Know and understand the definition of chronically homeless
- Guard the confidentiality of a client always
- Be available to work the rotating weekend shifts
- Maintain and increase skills in the field through trainings in the agency and/or community.
- Become a member of the Community Health Workers Network of Buffalo
- Use HMIS/BAS-Net as the primary data entry for all client records
- Use customized Matt Urban database to track all impairment scales, mainstream resources secured, treatment, job/volunteer activities, etc.
- Participate in appropriate workshops, trainings, meetings and Homeless Services Continuums.
- Maintain client files, records, activity logs and complete reports and maintain confidential information appropriately.
- Meet with Supervisor once per week for supervision
- Maintain and increase skills in the field through trainings in the agency and/or community.
- Prepare reports in a timely fashion.
- Abide by all policies & procedures of the Lt. Col. Matt Urban Center of WNY
- Represent Lt. Col. Matt Urban Center of WNY appropriately in the community
- Other duties, as required.

Please submit a resume and a cover letter to Sarah Gorry at  
[sgorry@urbanctr.org](mailto:sgorry@urbanctr.org)



The Matt Urban Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.