



**Job Title: Clinical Outreach Specialist**

**Reports to:** Homeless Outreach Lead Case Manager

**Education & Experience:** Bachelor's Degree with 2+ years of advanced experience, preferably in emergency medical and/or psychiatric care

**License Requirement:** Registered Nurse (RN)

**Location:** 385 Paderewski Drive

**Other Requirement:** A valid NYS Driver's License and a reliable insured vehicle

The Clinical Outreach Specialist will function as a clinician and consultant primarily for the Homeless Outreach program. Main responsibilities include completing psych/social assessments and diagnoses with homeless individuals to determine eligibility for appropriate housing programs, creating individualized plans of care, and assisting with linkages to other health care resources in the community.

Other responsibilities include:

- Provide on-call and emergency medical services to other Matt Urban Hope Services programs including but not limited to PSH and Hope House
- Conduct clinical evaluations and psych/social assessments with participants
- Develops and implements plans of care, including linking to medical and or behavioral services
- Provides consultation to primary care and other medical/behavioral health service providers regarding behavioral health issues of clients
- Coordinates the services of care of patients requiring special services and participates in the development of protocols, policies and programs to facilitate the coordination of these services.
- Facilitate and act as main point of contact for UB HEALS Outreach collaboration efforts
- After six months of employment, take a leadership role on a sub-committee of the WNY Coalition for the Homeless
- Participate in weekly case conferences within Homeless Outreach Department

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.



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**MATT URBAN**

*Human Services Center of Western New York*

- Accurately maintain paper files for all clients enrolled in program
- Document all links to services and treatments in BAS-NET
- Enter all case notes and other assessments into BAS-NET
- Keep quality of BAS-NET data at 97% (HUD requires 95%)
- Prepare any and all reports that are required in a timely fashion
- Take an active role in the Hope Center activities and service provision to Hope Center clients
- Participate in any fundraising activities for Matt Urban and the Hope Center
- Other duties as assigned by Hope Center Director and/or Direct Supervisor

*Please submit resume and cover letter to Skylar Diamond at [sdiamond@urbanctr.org](mailto:sdiamond@urbanctr.org).*

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