



Job Title: Homeless Outreach Case Manager

Reports to: Homeless Outreach Lead Case Manager

Job Type: Full Time

Location: 385 Paderewski Drive

Education & Experience: Bachelor's Degree preferred or congruent experience

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

The Homeless Outreach Case Manager is a field position that has the primary responsibility of successful engagement of street homelessness and chronically homeless individuals in the City of Buffalo, assisting them with basic needs followed by housing.

Additional responsibilities include:

- Maintaining regular contact with street and shelter clients.
- Navigate clients through social services programs to secure entitlement benefits.
- Perform regular outreach to soup kitchens and shelters.
- Participate in night and/or early morning outreach with the outreach team as needed.
- Participate in the WNY Coalition for the Homeless.
- Participate in weekly case conferences.
- House at least 2 clients per month.
- Document all linkages to services and treatments in HMIS.
- Enter all case notes and other assessments into HMIS.
- Prepare needed reports in a timely manner.
- Take an active role in the Hope Center activities and service provisions.
- Participate in fundraising activities.

Benefits offered:

- Paid time off
- Health insurance
- Dental insurance
- Healthcare spending or reimbursement accounts such as HSAs or FSAs
- Other types of insurance

Please submit resume and cover letter to Skylar Diamond at sdiamond@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.