



Lt. Col.

MATT URBAN

Human Services Center of Western New York

JOB DESCRIPTION TITLE:

HOUSING FIRST CASE MANAGER

Supervisor:	Director, Matt Urban Hope Center
Location:	Matt Urban Hope Center
Education Requirements:	Bachelor's Degree in Social Worker or equivalent experience
Work Experience Requirement:	5+ Year's experience working in human services, with emphasis on vulnerable populations

Responsibilities:

- Perform street outreach to engage with the chronically homeless to screen for program
- Know and understand the definition of chronically homeless and how to document/verify
- Perform thorough assessment of all clients including social history, number of past hospitalizations, treatment histories for mental illness and chemical addictions), homeless history and homeless preferences (where did they live, what services did they utilize while homeless), a detailed housing history.
- Provide assessments to establish whether client is eligible for SPMI (mental health) services.
- Guard the confidentiality of a client at all times – gain releases as needed. Releases must be renewed annually.
- Link client to appropriate services in the community as needed
- Submit all clients for Section 8 upon entry into the program
- Contact with each client one time per week in the first six months, two times per months afterwards providing impairment levels have improved
- 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 a working knowledge of the mental health and human service system in Erie County in order to provide appropriate referral and linkage for clients served.
- 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.
- Other duties, as required.
- 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

Please submit resume and cover letter to Christal Guthrie at cguthrie@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.