



---

**JOB DESCRIPTION TITLE:****HOUSING FIRST CASE MANAGER**

---

<b>Supervisor:</b>	Director, Kadie Skulski
<b>Location:</b>	Hope Gardens 58 Oberlin Ave. Buffalo NY 14211   Scattered Site
<b>Education Requirements:</b>	Bachelor's Degree in Social Work, Human Services, Counseling and/or equivalent relevant experience and/or case management
<b>Work Experience Requirements:</b>	2+ years of experience working with vulnerable populations such as persons with a past or present of homelessness, chronic illness, mental illness, disability status, or chemical dependence.
<b>Additional Requirements:</b>	Valid NYS Driver's License and an insured, dependable vehicle to use for client services and transportation as needed.

---

**Summary of responsibilities:**

- Know and understand the Housing First model with inclusion of the definition of chronically homeless and how to document/verify. Familiarize with other programs available within Lt. Col. Matt Urban Human Services Center of WNY.
- 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.
- Evaluate independent living skills (ADLS) and work with client to foster maximum client self-sufficiency.
- Complete, maintain and encourage Independent Services Plan(s) (ISP). This includes working towards client goals, updating and tracking progress at least every six months depending on goal(s).
- Understanding client confidentiality laws. Release of information to be renewed annually
- Assess and promote ongoing linkage to medical and community supports i.e. SSD, SSI, SNAP, APS, Crisis Services, food pantry, employment, Section 8, healthcare, cab services etc.
- Conduct detailed home visit once per month and one other contact. Total two contacts per month.
- Use HMIS/BAS-Net as the primary data entry for all client records. Secondary is a paper file.
- Maintaining of both paper and electronic client files, records, activity logs etc. Audit preparation
- Use customized Matt Urban database to track all impairment scales, mainstream resources secured, treatment, job/volunteer activities, etc.
- Complete annual housing unit inspection. Report, document and follow up on all maintenance related issues to the landlord. Serve as the liaison between the landlord and the client/tenant.
- 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 serve. Attend meetings/trainings.
- Prepare reports in a timely. Case notes entered within 72 hours or less.
- Travel to scattered site units. Mileage reimbursement available.
- Must work well in a teamwork environment.
- Abide by all policies & procedures of the Lt. Col. Matt Urban Human Services Center of WNY
- Represent Lt. Col. Matt Urban Human Services Center of WNY appropriately in the community

Please submit resume and cover letter to Kadie Skulski at [kskulski@urbanctr.org](mailto:kskulski@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.*