



1081 Broadway, Buffalo, NY 14212 | 716-893-7222 | www.urbanctr.org

**JOB DESCRIPTION TITLE:**

**HOPE GARDENS COMMUNITY HEALTH WORKER**

**Supervisor:**

Hope Gardens Program Supervisor

**Location:**

Hope Gardens — 58 Oberlin Ave. Buffalo 14211

**Education Requirements:**

GED or High School Diploma

**Work Experience Requirement:**

Experience or interest in working in human services, with emphasis on vulnerable populations, or equivalent life experience

**Additional Requirements:**

Valid NYS Driver's License and insured, dependable vehicle

**Responsibilities:**

- Instruct residents on Activities of Daily Living — this may include teaching/helping them clean their apartment or another part of the facility in an instructional way, and on appropriate personal hygiene. Develop creative methods that foster community building and social development, i.e. participate and encourage in games, group activities, exercise, journaling, arts & crafts, budgeting etc.
- Transport clients as needed. i.e. Check cashing (PA, DSS, Work Team), obtaining money orders for monthly rental payment, designated store/shopping outings, appointment(s) if bus transportation is not feasible, other planned outings, etc.
- Ensure all common areas of Hope Gardens are clean, including kitchen, dining room, conference room, Sanctuary, Library, Store, and others as needed, on a daily or weekly basis. All staff helps with this task
- Maintain timely case notes and service transactions in HMIS/BAS-NET
- Participate in all necessary staff meetings
- Participate in all Hope Gardens resident meetings. i.e. House Meetings, No Judgement Zone, Advisory Board, other committee meetings etc.
- Assist, develop and run workshops/fun-shops/groups as schedule permits along with HG Team
- Meal preparation/cooking - this task is not on a regular basis, this is determined on a situational basis if the Kitchen Coordinator and other staff are out of office
- Ensure pre-prepared meals are ready for residents over the weekend - this task is not on a regular basis, this is determined on a situational basis if the Kitchen Coordinator and other staff are out of office
- Meet with Program Supervisor and/or Program Director for supervision on a regular basis
- Prepare reports in a timely fashion
- Maintain and increase skills in the field through trainings in the agency and/or community
- Maintain and ensure the confidentiality of all residents of Hope Gardens
- Know and understand the definition of chronically homeless
- Understand and display appropriate boundaries with residents at all times
- Be aware of clients' past experience and be sensitive to any areas of concern, including but not limited to philosophies of Trauma-Informed Care (TIC)
- Must work well in a teamwork environment
- Understand and enforce all COVID-19 related policies and procedures



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- Abide by social media agreement
- Abide by all policies & procedures of Hope Gardens
- 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 cover letter and resume to Kadie Skulski, Director of Permanent Supportive Housing, 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.