



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

**Lt. Col. Matt Urban Human Services Center of WNY
Job Posting**

Job Title: Community Health Worker

Department: Hope House Women & Children's Shelter

Reports To: Shelter Supervisor

Position: Full Time (Available any shift and weekends)

Prepared Date: October 2020

Summary

The Community Health Worker (CHW) has the primary responsibility for assisting all in-house clients and the team during their respected shift. This individual renders brief individual and family interaction as well as some case management and service linkage coordination. The Community Health Worker is a member of a trauma informed, client centered, and strength based program.

Essential Duties and Responsibilities

Duties include but are not limited to:

- Ensure all client safety during the shift while documenting occurrences and communicating them to staff during shift change.
- Oversee building functions such as: Food distribution, general clean up, resident assistance, room assignments, answering phones and door and support program staff.
- Respect and maintains residents' rights and confidentiality and demonstrates a caring positive attitude toward all residents, staff, guests and services.
- Participate in new intake assessments to identify the needs of individuals and families experiencing homelessness to develop a strength-based/ solution – focused stability plan in order to achieve and maintain housing.
- Work with staff/residents to encourage healthy connection with family and community ties and to develop new supports and interests.
- Attend monthly meetings and trainings.
- Performs other duties as needed or requested by Director.

Qualifications:

- Minimum Valid NYS Driver's License

Please submit cover letter and resume to Adonis Kernan, Shelter Supervisor, at akernan@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.