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MATT URBAN
Human Services Center of Western New York

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

Employment Opportunity

Job Title: Homeless Outreach Case Manager
Reports to: Homeless Outreach Lead
Education: Bachelor's Degree in Human Services, or equivalent experience
Location: 385 Paderewski Drive/181 Ellicott Street, Buffalo, NY
Other Requirement: A valid NYS Driver's License and a reliable, insured vehicle

Position Summary:

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

Responsibilities:

- Maintain regular contact with Homeless and at risk Populations
- Navigate clients through the ECDSS as well as other government bodies to secure entitlement benefits
- Perform regular outreach to soup kitchens and shelters as indicated on the Homeless Outreach Department schedule
- Maintain Client confidentiality
- Participate in night and/or early morning outreach with the Outreach Committee as needed
- Participate in the WNY Coalition for the Homeless
- Participate in weekly case conferences within Department
- House at least 2 clients per month
- Document all links to services and treatments in HMIS
- Enter all case notes and other assessments into HMIS
- Keep quality of HMIS data at 97% (HUD requires 95%)
- Prepare any and all reports that are required in a timely fashion
- Take an active role in the Hope Center activities and service provision to Hope Center clients
- Participate in any fundraising activities for Matt Urban and the Hope Center
- Other duties as assigned by Hope Center Director and/or Direct Supervisor

To apply, please submit resume and cover letter to Skylar Diamond, Homeless Outreach Lead, at sdiamond@urbanctr.org.

The PCCB/Matt Urban Center is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will 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.