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## JOB POSTING

<b>Position:</b>	<b>Rapid Rehousing Case Manager</b>
<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.
<b>Starting Rate:</b>	\$17.50 per hour   40 hours per week

The Rapid Rehousing Case Manager's primary responsibility is to administer the Rapid Rehousing Program according to the Department of Housing and Urban Development's (HUD) regulations and with the City of Buffalo's Policies and Procedures. Additional major responsibilities include providing case management services to clients enrolled in the program, and assisting clients in obtaining permanent housing.

### Summary of Responsibilities:

- Maintain regular contact with street, shelter, and housed clients
- Navigate clients through the Erie County Department of Social Services, as well as other government bodies to secure entitlement benefits
- Perform assessments on all applicants for program eligibility
- Provide case management services to all clients enrolled in program
- Participate in the WNY Coalition for the Homeless and Rapid Rehousing Committee
- Participate in weekly case conferences within the Homeless Outreach Department
- Accurately maintain paper files for all clients enrolled in the program
- Document all links to services and treatments into BAS-NET
- Enter all case notes and other assessments into BAS-NET
- Keep quality of BAS-Net data at 97% (HUD requirement of 95%)
- Prepare any and all reports that are required in a timely fashion
- Must maintain confidentiality of clients and within the agency
- Must have strong computer skills and the ability in input data and retrieve records
- Must comply with all agency personnel policies and procedures
- Other duties as assigned

**Please send cover letter and resumes to:** [twilliams@urbanctr.org](mailto:twilliams@urbanctr.org) | [aventurini@urbanctr.org](mailto:aventurini@urbanctr.org)

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