



Lt. Col.

MATT URBAN

Human Services Center of Western New York

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

JOB POSTING:

MATT URBAN HOPE GARDENS COMMUNITY HEALTH WORKER

Location:	Hope Gardens, 58 Oberlin Avenue, Buffalo, NY 14211
Education Requirements:	Minimum High School Diploma or GED
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
Rate of Pay:	\$17.00 per hour Full Time 40 hours per week

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, 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 assist 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. Ensure pre-prepared meals are ready for residents over the weekend.
- Meet with Program Supervisor and/or Program Director for supervision on a regular basis
- Prepare reports in a timely fashion, as requested
- 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
- Abide by social media agreement
- Abide by all policies & procedures of Hope Gardens and 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...