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Employment Opportunity

Job Title: Senior Services Coordinator
Reports to: Director of Senior Services
Education: Bachelor's Degree in Human Services or Social Work, or equivalent experience
Location: T.J. Wojnar Parkview Apts., 104 Lewis Street, Buffalo, New York
Rate of Pay: \$18.00 per hour / 32 hours per week / flexible scheduling
Other Requirements: A valid NYS Driver's License and a reliable, insured vehicle. Must have basic computer skills.

Position Summary:

The Senior Services Coordinator has the primary responsibility of successful engagement and daily interaction with the residents of our apartment building for seniors. They will provide assistance to the residents and make them aware of all aspects of senior citizen programming; providing information and assisting with social services and benefits coordination, and also provide socialization and recreational activities and programming for the residents.

Responsibilities:

- Maintain regular contact with the residents; provide information and referral on services to the elderly
- Conduct thorough intake of clients to determine their needs for case management services
- Responsible for the assessment, development, and implementation of care plans to meet the clients needs
- Provides linkages and referrals to other senior support agencies and community resources and programs
- Researches, collects, and assembles information and stays current with services available to seniors
- Provide assistance in completing forms and applications; maintain records and reports as required
- Responsible for maintaining client case records in an accurate, timely, and confidential manner
- Intervenes with crisis situations, making appropriate decisions and referrals to agencies dealing with medical, environmental, mental health, and utility emergencies
- Plan, implement and provide recreational activities and socialization programs for residents
- Ability to establish and maintain cooperative and courteous relationships with residents
- Must have good judgement, patience and initiative in working with elderly clients
- Participate in regular case conference sessions and consulting with supervisor as needed on difficult cases
- Prepare any and all reports that are required in a timely fashion
- Address apartment building concerns with the Housing Dept. Director and Property Manager
- Other duties as assigned by the Director of Senior Services and/or the Executive Director or Chief Program Officer

To apply, please submit resume and cover letter to: Karen Baer, Chief Operations Officer, kbaer@urbanctr.org, and Tim Mutz, Director of Senior Services, tmutz@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.