



Job Title: Case Manager/Activities Coordinator

Program: Permanent Supportive Housing for homeless single parent families

Full time exempt, competitive salary, excellent benefits.

This position will combine a small case load of clients with coordination of evening and weekend activities for our permanent housing families. Evening and weekend hours with some flexibility.

Duties and Responsibilities:

- Provide ongoing support, guidance and implementation of client supportive services, including referrals, linkage, vocational training, educational prospects, career support, day care services and healthy homes.
- Ensure that all needed program components are utilized to strengthen the family self-sufficiency and provide coordination and accountability for client program adherence.
- Coordination of evening/weekend activities including weekly on-site activities, field trips, and special events.
- Assist/maintain client public assistance through Erie County Department of Social Services.
- Develop, monitor and maintain all components of client records.
- Build relations with staff and programs on campus to ensure successful client service coordination.
- Attend appropriate trainings, coalitions and in services to increase job knowledge.
- Assist with annual life skills curriculum and class attendance.
- Other duties assigned.

Requirements:

- Bachelor's degree in Social Work or related field plus 2 years of experience in human services field.
- HMIS experience a plus.
- Good communication and people skills, demonstrates skills in working with clients from various backgrounds and cultures and embraces Gerard Place's mission to strengthen families.
- Background check required for employment.

Salary range: \$30,030-34,060 annually

Competitive benefits package: Benefits are available the first of the month following date of hire and include health and fully paid life insurance, short-term and long-term disability insurance. Eligibility for our 403b retirement plan is available to full-time employees upon hire. Excellent time off benefits.

Application deadline: Open until filled. We thank all candidates for their interest, however, only those selected for an interview will be contacted.

Email resume and cover letter to Jill Mattson at: jmattson@gerardplace.org

or mail to: Gerard Place, Attn: Jill Mattson, 2515 Bailey Avenue, Buffalo, NY 14215

No phone calls please.

Gerard Place is an Equal Opportunity Employer (EOE).