



Position Title: **Case Manager; Housing**

Reports to: **Director of Housing**

**Full time, competitive salary, excellent benefits, work/life balance**

As a Case Manager, you will be responsible for providing comprehensive support and guidance to families in a supportive housing program. Your primary role will be to assess client needs, develop personalized goal plans, and connect them with appropriate resources and services.

**Duties:**

- Provide guidance and support in areas such as childcare, mentoring, crisis management, child welfare, workforce development, education, job development and healthy homes.
- Conduct intake assessments to gather information about clients' needs and goals
- Develop and implement individualized care plans
- Provide ongoing case management services, including regular check-ins and progress monitoring
- Ensure that all needed program components are utilized to strengthen the family self-sufficiency and provide coordination and accountability for client program adherence.
- Coordinate with external agencies and service providers to ensure clients receive necessary support
- Advocate for clients' rights and needs within the community
- Assist clients in navigating housing programs such as Section 8 and maintaining public assistance through Erie County Department of Social Services.
- Develop, monitor and maintain all components of client records.
- Complete all documentation as well as other pertinent paper work in a timely and professional manner.
- 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.
- Computer knowledge preferred.
- SOAR trained and HMIS experience a plus.
- Background check required for employment.

**Salary range:** \$19.50-\$23.20 per hour, salary commensurate with experience.

**Benefits package:** Available the first of the month following date of hire and include paid in full single health, dental, life insurance, short-term and long-term disability insurance. Eligibility for our 403b retirement plan is available to full-time employees upon hire. Generous time off benefits include holidays, vacation and personal time.

**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 Dana Guagliardo at:** [dguagliardo@gerardplace.org](mailto:dguagliardo@gerardplace.org)

**or mail to:** Gerard Place, Attn: Dana Guagliardo, 2515 Bailey Avenue, Buffalo, NY 14215

*No phone calls please.*

*Gerard Place is an Equal Opportunity Employer (EOE).*