



Position Title: **Community Case Manager**

Reports to: Director of Community Programming

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

This position will provide support to our community programs including education, homelessness prevention, food distribution, Healthy Mom & Baby, Senior Circle and Family Support programs. Approximately 30-40 evening and/or weekend hours required per month with some flexibility.

**Duties:**

- Provide case management, follow-up services, assistance with household needs and referral/linkage to participants in our community programs.
- Assist with data collection by tracking program usage and outcomes to support program evaluation.
- Engage with clients and community members who utilize take-out meal program to assist with household needs, provide referrals, sign clients up for other GP programs and provide crisis assistance when necessary.
- Work with preventive services program to offer case management and follow-up to clients.
- Build relations with community block clubs, organizations and local officials and participate in outreach events to promote and increase community awareness of our programs and services.
- Plan and implement evening/weekend programming for families in housing program.
- Other duties assigned.

**Requirements:**

- Bachelor's degree in Human Services or related field plus 2 years of experience in human services field.
- Good communication and people skills, demonstrates skills in working with clients from various backgrounds and cultures and embraces Gerard Place's mission to strengthen individuals and families.
- NYS driver's license; Department of Motor Vehicle and background check required for employment.
- Must have own transportation.

**Salary range:** \$40,040-\$42,900 annually, salary commensurate with experience.

**Benefits package:** Available the first of the month following date of hire and include health and fully paid 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 Jill Mattson at: [jmattson@gerardplace.org](mailto:jmattson@gerardplace.org)**

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

*No phone calls please.*