



Job Title: Homelessness Prevention Assistant

Program: Homelessness Prevention Services for at risk families and individuals

Full-time non-exempt, excellent benefits, work/life balance

Duties and Responsibilities:

- Assist/maintain clients who are at risk of homelessness through case management and supportive services, including but not limited to utility assistance, rent arrears, security deposits, rental assistance, moving costs, and referral/linkage to other services needed.
- Conduct intake assessments to determine client eligibility.
- 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.
- Ensure that all needed program components are utilized to strengthen the family's self-sufficiency. Provide coordination and accountability for client's program adherence.
- Provide ongoing support, guidance and implementation of supportive services.
- Attend appropriate trainings, coalitions and in services to increase job knowledge.
- Other duties assigned.

Requirements:

- Associate's degree in human services field or 2 years of relevant experience.
- Prevention experience a plus.
- 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: \$43,680 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 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. *No phone calls please.*

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