

Rapid Rehousing Case Manager

Location:

2515 Bailey Ave, Buffalo, NY 14215

Company:

Gerard Place

Date posted: August 29, 2025

Pay: \$20.00 - \$21.00 per hour

Job description:

The Rapid Re-Housing Case Manager will be responsible for assisting clients to rapidly exit homelessness and maintain stable housing. Service delivery is guided by a Housing First approach, creating individualized, person-centered housing stability support plans for each household. This position entails working with families in various stages of housing re-location. The position includes data entry and intake services, tracking and recording all aspects of the Rapid Re-Housing Program

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Research and identify suitable affordable housing options for individuals experiencing homelessness, and recruit landlords to provide housing opportunities for RRH participants.
- Educate landlords about RRH and its benefits and address potential barriers to landlord participation.
- Possess a thorough understanding of the rental market including Housing Quality Standards, Fair Market Rents, and Rent Reasonableness Standards.
- Conduct housing needs assessment and determine eligibility for RRH.
- Provide direct case management and/or coordinate with case management to provide continuity of service for participants.
- Communicate effectively with local community and external agencies; successfully fostering relationships which enable needed resources to be accessed.
- Assist participants in finding appropriate rental housing based on their needs, preferences, and financial resources.
- Help participants negotiate manageable and appropriate lease agreements with landlords and use or develop the skills to be a successful tenant.
- Maintain lease and compliance files, as well as all client case files, in an orderly, up-to-date manner.
- Provide ongoing, active outreach and creative engagement to tenants.

- Conduct comprehensive assessments and help tenants develop action plans to achieve goals.
- Work with tenants and property management to coordinate eviction prevention efforts and develop housing permanency plans.
- Assist tenants in developing basic life skills including tenant rights and responsibilities and other supports to maintaining housing.
- Link tenants to employment opportunities, skill development opportunities, and accessing medical, mental health, substance use, and psychosocial supports as needed.
- Provide crisis intervention as needed.
- Meet documentation requirements as dictated by program need and HUD mandates.
- Possess a working knowledge of the Homeless Management Information System (HMIS).
- Stay in touch with clients to ensure they are maintaining stability for the duration of the commitment.
- Maintain confidentiality, respect privacy, and preserve the clients' independence as much as possible.
- Input all data into the Homeless Management Information System.
- Meet documentation requirements as dictated by program need and HUD mandates.
- Prepare for inspections of program files and materials ensuring that all requirements are met.
- Prepare reports as needed by staff and agencies giving oversight.
- Update and create new client forms as necessary.
- Attend on-going trainings and informational meetings in conjunction with the Homeless Alliance of Western New York
- Attend all staff meetings, workshops and trainings as directed.
- Participate in all other duties and activities as requested or assigned.

Job Type: Full-time

Benefits:

- Dental insurance
- Employee assistance program
- Health insurance
- Paid time off

Work Location: In person

Contact Sasha Rodgers: srodgers@gerardplace.org.

