



**Job Title: Case Manager**  
**Reports to: Director of Housing**

Program: Permanent Supportive Housing for homeless single parent families  
**Full time exempt, competitive salary, excellent benefits, work/life balance**

**Duties:**

- 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.
- Assist/maintain client 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.
- 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:** \$40,560-\$48,256 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.*

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