



Job Announcement

Background:

Homeless Alliance of Western New York (HAWNY) is the Continuum of Care (CoC), Coordinated Entry (CE), and Homeless Management Information System (HMIS) lead for Erie, Niagara, Genesee, Wyoming, and Orleans County. Our organization unifies and leads providers to improve the lives of people experiencing homelessness by sharing expertise, maximizing resources, and advocating for change.

Title :	Social Care Screener
Department :	Social Care Services
Reports To :	Social Care Services Team Lead
Employment Status :	Full-Time, Non-exempt
Benefits :	Health insurance, dental insurance, paid time off, 403(b) plan, hybrid remote/office schedule
Wages :	\$47,000-\$52,000 annually, final negotiated salary commensurate with experience

Position Summary: The Homeless Alliance of WNY is seeking a compassionate and detail-oriented Social Care Screener to support individuals with health related social needs (HRSNs) under New York State's Medicaid 1115 Waiver. The Social Care Screener will screen Medicaid members for eligibility for HRSN services per the NYS 1115 Medicaid Waiver. **Note: this is a grant funded position.**

This is a **community-based direct service position** requiring housing expertise, empathy, and excellent time tracking and documentation skills.



Primary Responsibilities:

- **Eligibility Screening & Assessment:** Conduct comprehensive screenings to determine eligibility for the 1115 Medicaid Waiver Program, including reviewing medical, financial, and functional criteria. Screenings are to be conducted in-person, telephonic, or virtual assessments as required.
- **Coordination & Referrals:** Refer clients to resources outside of 1115 Medicaid resources if ineligible.
- **Education & Outreach:** Educate clients, and community partners about 1115 Waiver benefits. Participate in outreach initiatives to increase program awareness.
- **Track and Document Services:** Complete documentation within 24 business hours and accurately track time, services, and benefit usage in line with Medicaid 1115 Waiver guidelines.
- **Engage with Community Partners:** Work with emergency shelters, outreach teams, and other entities to coordinate regular screenings with their clients.
- Other duties as assigned

Qualifications:

- Strong communication and relationship building skills and a passion for ending homelessness.
- Strong organizational and documentation skills, with the ability to track time and services accurately
- Experience in eligibility screening, case management, or working with vulnerable populations
- Proficiency with Microsoft Office, Google Workspace, and electronic case management tools
- Familiarity with housing programs and community-based supports in New York State, specifically in Western New York
- The role requires regular travel throughout Erie and Niagara counties. A valid driver's license and access to a reliable, insured vehicle are required.

Preferred Education / Experience:

The ideal candidate will have the following education and/or experience:

- Associate's degree in Human Services, Social Work, Public Health, Sociology, or a related field – **OR** – relevant lived experience navigating housing, homelessness, or supportive services



- Experience working within Medicaid-funded programs or Coordinated Entry systems
- Bilingual abilities a plus (Spanish, Arabic, or other prevalent local languages)

Environmental and Working Conditions:

- This is a **direct service position** that requires frequent in-person interactions with clients and service providers in both office and field settings.
- Work will take place in a variety of environments, including clients' homes, shelters, apartment buildings, and community-based locations.
- Some remote work is permitted, but the position is primarily community-based and in-person.
- Occasional evening or weekend hours may be required to accommodate client needs or urgent housing situations- flex scheduling
- The position may involve exposure to challenging or emotionally complex situations and requires strong boundaries and self-care awareness.

Compensation:

Commensurate with experience. Excellent benefits include health insurance, generous paid time off, 403b plan, hybrid remote/office schedule, and a respectful work-life balance work environment.

Application Instructions:

Please submit your resume and cover letter to Tracy Schmidt at schmidt@wnyhomeless.org

Notices to Applicants:

Homeless Alliance of Western New York, Inc. is an Equal Opportunity Employer (EOE). Please review the **Know Your Rights: Workplace Discrimination is Illegal Poster**.

Homeless Alliance of Western New York, Inc. participates in E-Verify. Please review the **E-Verify Participation Poster** and the **Immigrant and Employee Rights (IER) Right to Work Poster**.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.