



UConnectCare (formerly GCASA) is a progressive nonprofit organization located in WNY offering help to those impacted by substance use disorder through prevention, treatment, residential, detox, and recovery services for almost 50 years. UConnectCare has earned a local and regional reputation for excellence and was recognized as a Best Company to Work for in New York, 2018-2024.

## **JOB VACANCY**

### **GRANTS TO BENEFIT HOMELESS INDIVIDUALS (GBHI) GRANT/PROJECT COORDINATOR**

#### **RESPONSIBILITIES**

The successful candidate will be responsible for coordinating the activities of the 5-year Grants to Benefit Homeless Individuals grant. Duties include:

- Overseeing daily implementation of the grant and ensuring adherence to the project narrative, timeline, and budget.
- Establishing processes and protocols for and coordinating implementation of the major grant activities/supportive services to identify people with substance use disorder who are homeless and coordinate obtainment of permanent housing and linkage to services and activities supportive of recovery.
- Tracking grant spending in collaboration with the Director of Project Innovation, and Expansion, Director of Residential, and Finance Department.
- Monitoring grant progress, supporting data collection and ongoing evaluation, and writing and submitting timely federal reports and continuation applications. Leading timely collection and submission of GPRA/SPARS data as required by SAMHSA.
- Supporting enhancing services for homeless individuals with SUD, including assisting with establishment of new housing opportunities if funds allow.
- Assisting with writing and/or revising relevant policies and procedures.
- Providing case management services for participants.
- Transporting project participants occasionally/as needed.
- Supervising staff if and as assigned.

#### **QUALIFICATIONS**

A Bachelor's degree is preferred, Associate's degree required as well as demonstrated leadership or project coordination experience, excellent writing and speaking skills, and outstanding collaborative skills. CASACs and other Qualified Health Professionals (QHP) are encouraged to apply. Experienced Case Managers and/or Peers encouraged to apply. Case Management experience preferred. Grant implementation and reporting experience preferred.

#### **REPORTING RELATIONSHIP**

This position is under the supervision of the Director of Recovery Services and will need to be able to collaborate with Treatment and Residential program leaders.

**Status:** Full time based on a 35-hour work week. This is a grant funded position.

**Pay Range:** \$18.38-\$22.78 per hour

**Location:** Men's Reentry offices (adjacent to 430 East Main Street, Batavia)

**Valid NYS driver's license and method of transportation required. Must be free of active addiction, including tobacco. Pre-employment background check/post offer drug screening required. CARF and NHSC accredited. EOE**

#### **FOR MORE INFORMATION OR TO APPLY:**

Apply online with a cover letter and resume to:

UConnectCare, Inc. Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: [kcorcoran@uconnectcare.org](mailto:kcorcoran@uconnectcare.org)

#### **POSTED:**

04/18/2024

#### **DEADLINE:**

ASAP

*UConnectCare Behavioral Health Services, Inc. does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.*