



**Position:** Assistant Director, Homebase Community Support Services (HCSS)  
**Location:** Bronx, NY  
**Reports to:** Program Director, Homebase Community Support Services (HCSS)  
**Hours:** FT, 40 hours/week, some evenings/weekends required

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### **About Jericho Project**

Jericho Project is a nationally-acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment and mental and physical health services. The 34-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 400 units of supportive housing including 7 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC. A new residence at Walton Avenue in the Bronx is under construction.

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### **About the Position**

Jericho Project is seeking a full time Assistant Director for the Homebase Community Support Services (HCSS) which is a new partnership with HELP USA's Homebase Program. The ideal Assistant Director will have experience in quality assurance, program management, NYC shelter systems, team building, housing placement, and supervision.

#### **Responsibilities:**

- Provide overall quality assurance management for the HCSS program and oversee all staff in regards to data quality;
- Review and audit case records that are entered into the electronic case management system to ensure adherence to documentation and data standards, along with eligibility requirements.
- Work closely with Program Director to ensure all staff are accurately entering data and all charts are complete with required supporting documentation;
- Train new hires on the utilization of the electronic case management system;
- Perform data integrity checks for and work with Program Director to create plan to address any deficiencies or errors;
- Provide task supervision and monitor case managers field visit schedules
- Work with Program Director to ensure case managers meet data quality requirements and outcome goals for intakes, caseloads, and discharges;
- Identify resources in the community for household receiving HCSS assistance, such as preventive services, long-term case management programs, benefits assistance, mental and physical healthcare, financial counseling, pantries, hospitals in order to maintain stable housing;
- Work with Program Director to develop relationships with DHS shelter staff and HRA to ensure continuity of services;

- Assist the Program Director to ensure staff's compliance with agency time and attendance policy. Enter staff edits into timekeeping system and approve timecards if the Program Director is not available;
- Complete and maintain all required internal and external reports;
- Assist in the recruitment, selection, training and orientation of new employees;
- Participate in programming/supervision, case conferences, staff meetings, management team meetings, and training;
- Carry out other duties as assigned by HCSS Program Director.

**Requirements:**

- A Bachelor's Degree in Social Work or a related field is required.
- Candidate must possess superior written and verbal skills.
- Must be computer literate.
- Experience in CARES electronic record system is preferred.
- Ability to manage multiple projects and delegate task as needed.
- Supervisory and/or management experience preferred.
- Candidate must be well-organized.
- Knowledge of HRA, Social Security, and other public benefits and entitlements.
- Bilingual - Spanish/English a plus.

**Compensation:**

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package.

**How to Apply:**

Interested applicants must submit a cover letter and with salary requirements to:

Human Resources Department  
Jericho Project  
Job Code: **AD – Homebase Community Supportive Services (HCSS)**  
245 W. 29<sup>th</sup> Street, Suite 902  
New York, NY 10001  
Fax 646.624.2301  
careers@jerichoproject.org

**No Phone Calls Please.**

*Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. [www.jerichoproject.org](http://www.jerichoproject.org)*