



**Position:** Case Manager – Scatter Site Program  
**Location:** Bronx, NY  
**Reports to:** Program Director  
**Hours:** Full-time, 40 hours per week, some evenings/weekends required

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### **About Jericho Project**

Inspired by the belief that transformation can occur in every individual, Jericho Project was founded in 1983 to help New York City address and end homelessness among men, women, and families. Jericho Project steadfastly works to advance its mission by creating a community that inspires individual change, fosters sustainable independence, and motivates men and women to reach their greatest potential.

In its 33-year history, Jericho has grown from its genesis as a small housing program to a comprehensive agency providing over 400 units of supportive housing, as well as significant life-changing services to over 2,000 homeless and at-risk adults and children throughout New York City.

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### **About the Position**

The Case Manager will provide direct services and referrals to our formerly homeless residents to ensure each tenant is able to maintain stable housing and their sobriety. They will carry a case load of 27 tenants. The Case Manager will meet with each resident upon initial occupancy and provide orientation to the rules and regulation of Scattered Site Supportive Housing. Case Managers will meet with the residents in their homes at least 2 per month and arrange for office visits as needed. The Case manager will report to the Assistant Director and will also have some additional duties including site administration.

### **Responsibilities:**

- Develop and periodically update a service plan.
- Provide individual supportive counseling.
- Provide advocacy and education regarding entitlements and benefits.
- Provide Crisis Management Interventions as needed.
- Help residents conform to the requirements of their lease and house rules.
- Assist tenants with the development of independent living skills.
- Participate in the recruitment intake and orientation for tenants.
- Help identify resources in the community for tenants.
- Develop social activities for tenants.
- Comply with charting requirements and data collections as mandated by funding sources.
- Share the on-call program coverage for nights and weekends with other staff.
- Carry out other duties as assigned by the Director.
- Attend bi weekly case conferences/staff meetings.
- Attend court proceedings with residents.
- Work collaboratively with WfO staff to ensure residents workforce and education opportunities are met.

### **Requirements:**

- A Bachelor's degree in Social Work or a related field is preferred or a candidate with comparable training and extensive work in the field.
- Candidate must possess superior written and verbal skills.

- Must be computer literate, bilingual and culturally competent of population served by Scattered Site Supportive Housing.

**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: **Case Manager, Scatter Site Program**

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)*