



**Position:** Case Manager  
**Reports to:** Program Director, SSVF  
**Hours:** Full Time: 40 hours/week (Some evenings and weekends may be required)  
**Location:** Bronx, New York

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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**

Jericho Project is seeking an experienced and driven full time Case Manager for the SSVF Program. The Case Manager will be responsible for providing rapid re-housing and homelessness prevention services to low-income veteran families.

The Case Manager will be required to have frequent contact, but not limited to, weekly or monthly face-to-face meetings, telephone conversations, aftercare contacts and survey distribution, email and other electronic exchange with each veteran on his/her caseload, depending on the need for services and post-placement support.

### **Responsibilities:**

- Utilize Critical Time Intervention, Motivational Interviewing, and Harm Reduction techniques to assist low- income veteran families who are either homeless or at imminent risk of homelessness to resolve their housing crises.
- Conduct assessments and program intakes for veteran families seeking SSVF services. Ensure data is accurate and complete and that all required accompanying documentation is collected.
- Participate in the intake and orientation process of new program participants.
- Provide direct case management services in the office and at field/home visits.
- Develop and update housing stability plans to assist veteran families to obtain or maintain permanent housing.
- Identify household's strengths, needs, abilities, and preferences. Utilize a variety of interventions to assist veterans with overcoming barriers to housing stability.
- Serve as a liaison between veteran families and community providers. Maintain a network of resources and contacts.
- Identify and make referrals to community resources including but not limited to preventive services, long- term case management programs, benefits assistance,

mental and physical healthcare, pantries, hospitals and Homebase to maintain stable housing.

- Provide referrals, advocacy, and linkages to public and VA benefits including but not limited to healthcare, SNAP, SSI/SSDI, VA benefits, and public assistance.
- Assist with household budgeting and provide referrals for financial counseling as needed.
- Assess veteran family's legal needs and make referrals as needed.
- Coordinate with Employment Specialists to link veteran families to employment and educational assistance.
- Mediate household and/or landlord-tenant disputes that threaten housing stability;
- Work collaboratively with SSVF and community housing specialists to identify veteran family's housing needs and preferences. Assist with coordinating housing search and placement.
- Assess veteran family's need for Temporary Financial Assistance and submit completed requests as needed.
- Complete 2010e applications for supportive housing.
- Conduct outreach and engagement to veteran families.
- Provide crisis intervention as needed.
- Provide post-placement support and follow-up contacts.
- Utilize electronic case management system. Maintain accurate and up-to-date client files.
- Participate in community initiatives to fulfill SSVF's mission of ending veteran homelessness.
- Participate in case conferences, staff meetings, and training.
- Carry out other duties as assigned by Senior Case Manager, Assistant Director, and/or SSVF Program Director.

**Requirements:**

- A Bachelor's Degree in Human Services or a related field.
- Experience working in homelessness, substance abuse, mental health and/or trauma settings preferred.
- Knowledge of NYC resources preferred.
- Candidate must possess superior organizational, written and verbal skills.
- Self-starter with the skills and energy to work with high-need veterans in the community.
- Must be computer literate.
- Strong engagement and interpersonal skills.
- Experience working with veterans/military preferred.
- Veterans are strongly encouraged to apply.

**Compensation:**

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

**How to Apply:**

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

Human Resources Department

Jericho Project

Job Code: **Case Manager, SSVF**

245 W. 29<sup>th</sup> Street, Suite 902

New York, NY 10001

careers@jerichoproject.org

**No telephone 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.*