



Position: **Program Director – Jericho House**  
Location: New York, NY  
Reports to: Managing Program Director  
Hours: Full-time: 40 hours/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 Jericho Project, a leading provider of supportive housing, is seeking a dynamic Program Director for its Jericho House Residence in Harlem. Candidates must have extensive experience serving individuals with mental illness and substance abuse histories; experience in a supportive housing setting is preferred. The successful candidate must be a visionary leader who can inspire both staff and tenants.

#### **Responsibilities:**

- Responsible for the overall quality and provision of services provided to the residents.
- Responsible for program development, implementation, coordination and evaluation.
- Ensure that services are known, accessible to, and inclusive of all potential participants.
- Oversee compliance with organizational and funding regulations and produce required documentation.
- Work with staff to compile accurate and timely reports to both internal and external stakeholders.
- Develop or modify site policies and procedures as needed.
- Develop systems for tracking and monitoring all program deliverables through data driven performance management approaches.
- Oversee data collection, compliance and monitoring for governmental funding, private grants and internal performance management metrics.
- Conduct quality assurance on a monthly basis of all case records.
- Provide clinical supervision, including conducting case conferences and crisis interventions.
- Provide direction, motivation, training and support to Social Service staff through bi-weekly team and individual meetings.
- Provide orientation for staff to Jericho Project mission, protocols, and procedures.
- Monitoring and evaluating staff performance.

- Responsible for setting, spending, and monitoring site operating budget to ensure that it is maintained within contractual guidelines.
- Facilitate monthly community meetings and provide direct services to residents as needed, including carrying a small case load.
- Provide leadership and vision at the site.
- Be available on an “on-call” basis for Social Service emergency consultation.
- Assist with the Jericho Project events and perform other duties including networking with various social service organizations to enhance the delivery of programmatic services for current residents and graduates.
- Participate in Program Directors meetings to develop and evaluate program services.

**Requirements:**

- A self-starter with a Masters Degree in Human Services. MSW preferred plus four or more years working in the human service field in a similar supportive housing agency.
- Extensive experience working with individuals with substance abuse is a must.
- Clear directorship experience with strong supervisory skills a must
- Good communication skills with strong organizational writing and computer skills required.

**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: **Program Director – Jericho House**  
245 W. 29th 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)*