



Position: **Community Coordinator (SSVF)**
Location: New York, NY
Reports to: SSVF Senior Outreach Coordinator
Hours: Full-time: 40 hours/week (some evenings/weekends required)

About Jericho Project

Jericho Project was founded in 1983 on the belief that every homeless and at-risk individual can make transformational change towards a better life. Jericho is a growing and dynamic nonprofit supportive housing agency, which is dedicated to recruiting and retaining highly qualified and motivated employees.

Our mission is to end homelessness at its roots by creating a community that inspires individual change, fosters sustainable independence, and motivates men and women to reach their greatest potential. Jericho provides 385 units of supportive housing to formerly homeless and at-risk men and women through seven congregate supportive housing residences in Central Harlem and the Bronx and a 100 + units Supportive Apartment Program in the Bronx. Over 150 units in both congregate and scatter-site settings are targeted exclusively to homeless and low-income veterans through our Veterans Initiative. Another 430 veterans, under Supportive Services for Veteran Families (SSVF) will be assisted, specifically those veterans in transition and whom are “at risk” of facing homelessness.

With a grant from the U.S. Department of Veteran Affairs (VA), SSVF will assist veterans with prevention and rapid re-housing via a setting of comprehensive supportive services. SSVF will serve very low-income veterans and families who are residing in permanent housing or are homeless and scheduled to become residents of permanent housing within a specified time period. Using a “housing-first” model of service delivery, SSVF aims to address the housing crisis before delving into issues that support long-term housing stability.

About the Position

Jericho Project is seeking an experienced and driven Community Coordinator for the SSVF Program. This is a unique position that will work with all 6 SSVF grantees in New York City. This should be a highly-skilled, self-starter. This position will work directly with city agencies and other community partners on behalf of the SSVF NYC team. **This is a grant funded position, for which funding has been secured through September 30, 2018.**

Responsibilities:

- Liaise with all city departments including DVS, DHS, and HRA. Serve as primary point of contact for community agencies wishing to connect with an SSVF provider. Distribute referrals equitably amongst SSVF grantees.
- Provide staff support to NYC SSVF grantees. Facilitate and take notes for SSVF NYC team meetings and weekly calls.
- Facilitate case conferencing with SSVF, DHS, HRA, DVS, and other relevant community providers to expedite progress for homeless veterans in NYC. Facilitate prioritization process by connecting with change agents to address specific barriers. Provide follow up as needed.

- Monitor program data and progress towards outcomes. Troubleshoot issues with DHS's Veterans Tracker. Review periodic reports and analyze for NYC SSVF team. Ensure data quality in Veterans Tracker and troubleshoot inconsistencies. Input data as needed.
- Oversee process of matching veterans who are not linked with an SSVF program to an SSVF provider. Coordinate with DVS and DHS on this process.
- Assist with the design and implementation of coordinated assessment system. Help to establish protocols and forms for use by all NYC SSVF grantees.
- Facilitate monthly outreach committee meeting for NYC SSVF grantees. Strengthen linkages with DVS and DHS.
- Assist with the creation of aggregate data reports for NYC SSVF grantees such as community plan updates, gap analysis tool, and other team reports for the wider community.
- Participate in community initiatives to fulfill SSVF's mission of ending veteran homelessness;
- Carry out other duties as assigned by supervisor or SSVF Team.

Requirements:

- Bachelor's degree required, Master's degree preferred.
- Must have 3-5 years' experience in non-profits or government agencies.
- Must have the ability to multi-task, prioritize, and be a self-starter.
- Must possess superior critical thinking, written, verbal, and organization skills.
- Must have project management experience.
- Experience with veteran and homeless populations preferred.
- Must be able to work in a team oriented setting.
- Proficient use of Microsoft Office Suite programs and an ability to quickly learn new technologies such as AWARDS, CARES, and HOME.
- 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 and with salary requirements to:

Human Resources Department
 Jericho Project
 Job Code: **Community Coordinator - SSVF**
 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