



Position: Employment Specialist
Location: Bronx, NY; travel throughout NYC required
Reports to: Deputy Chief
Hours: Full-time, 40 hours per week.

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.

About the Position

Jericho Project is seeking an experienced and enthusiastic Employment Specialist (job developer) to connect Jericho job seekers to employment opportunities and help them secure employment and long term job retention.

Responsibilities:

- Implement job development strategies that can successfully lead to placing 60 adult and young adult job seekers in jobs annually.
- Cultivate and maintain relationships with key employers in industries that match the occupational interests of job seekers in Jericho programs.
- Identify employment opportunities that correspond to the level of skills and education of participants.
- Customize job development strategies to the individual needs of each job seeker; conduct individualized job search to facilitate participants' placement in desired jobs.
- Develop a job bank comprised of diverse employment opportunities at various levels of competency requirements
- Ensure that business development practices meet the needs of LGBTQ young adults, as well as adults with mental health and substance use disabilities.
- Research and keep the WfO team informed of labor market trends, emerging industries, in-demand occupations, and skills/competency requirements.
- Screen and match candidates to appropriate positions; facilitate job search and refer candidates for job interviews.
- Conduct follow-up with employers and candidates after each referral; manage communication with both parties until a decision is finalized.
- Initiate and maintain consistent communication with job seekers for the entire duration of job search; keep job seekers informed of employment prospects, job interviews, and other available opportunities.
- Identify and post job fair events regularly.

- Work collaboratively with career counselors to facilitate participants' job search; provide employer feedback related to participants' job interviews.
- Work collaboratively with other Jericho Employment Specialists to maximize resources and availability of employment opportunities for participants.
- Assist veterans to translate their military experience into skills useful in civilian jobs.
- Complete all required administrative work, both electronic and manual, for recording, documenting, and reporting activities and outcomes related to job development, job search, and job placement.
- Conduct occasional employment workshops for participants.
- Access community resources to aid participants in their job search, job retention and or re-placement efforts.
- Actively participate in monthly team meetings
- Work in multiple supportive housing facilities to ensure service delivery to all Jericho participants.

Requirements:

- High School diploma required; Associate or Bachelor's degree preferred but will consider extensive experience in lieu of education.
- Must possess existing transferable job bank of appropriate employers.
- Ability to make 60+ job placements per year is a must.
- Ability to work and produce desired performance outcomes in a team environment a must; high levels of collaboration, cooperation, and team work required
- High level of computer literacy, excellent writing and verbal communication skills are required.
- Ability to travel within all 5 boroughs of NYC a must.
- Experience working with individuals in mental health/substance abuse recovery as well as those experiencing homelessness highly preferred.
- Experience providing supported employment services to individuals with disabilities is preferred
- Knowledge and experience in helping low-income job seekers find and keep jobs
- Working knowledge of Salesforce is highly desirable
- Knowledge and experience in the application of Motivational Interviewing and Person-centered approach is preferred.

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: **Employment Specialist**
 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