



**Position: Program Director**

Location: Bronx, NY

Reports to: Managing Program Director

Hours: Full-time, 40 hours per week, some evenings/weekends required

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### **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.

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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 Residence in the Bronx. 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 Master’s 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.
- Bilingual in Spanish is a plus

**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 – Anthony Avenue**  
 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)*