



Position: Program Director, Homebase Community Support Services
Location: Bronx, NY
Reports to: Managing Program Director
Hours: Full-time, 40 hours per week, some evenings/weekends required

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 a Program Director with an organized approach to program management, clinical work, homelessness prevention services and outreach to oversee a new partnership with HELP USA's Homebase Program. This program will provide permanency services when households first move from shelter placement to tenancy in the community or when households begin a new rental assistance program as a means of preventing shelter reentry.

Responsibilities:

- Direct an enhanced case management program to reduce recidivism rates for households exiting the NYC shelter system or receiving rental assistance.
- Lead the program in meeting its case management targets using the evidence based practice Critical Time Intervention to guide the intensity of services.
- Oversee the provision of services to make certain the work is culturally responsive while also guided by trauma informed care practices and Motivational Interviewing;
- Develop a comprehensive outreach plan for at risk populations (i.e. young head of households or families with multiple shelter stays).
- Establish standards the case management team will follow to make certain households have the skills they need to reduce the possibility of shelter reentry and maintain housing stability (i.e. understanding lease agreements, money management skills, ensure access to entitlements, make referrals to mental health/substance use treatment legal services, etc.).
- Make certain the case management team has the clinical support needed to progressively engage and enroll the households being served while also meeting the intensity of services as prescribed Critical Time Intervention.
- Work closely with Jericho's Workforce Opportunities department to make certain career counseling is embedded and prioritized in the provision of services.

- Institute landlord mediation standards in order to maintain housing stability plans.
- Supervise a management team and ensure their development includes a thorough understanding of evidence based practices and clinical supervision.
- Be responsible for the program's electronic case records system.
- Work collaboratively with HELP USA's program leadership in order to meet targets established and ensure a continuity of care.
- Work with Deputy Chief to create program management plans, establish the delivery of evidence based practices and implement clinically sound interventions.
- Collaborate with stakeholders at DHS, HRA and other collaterals to ensure households are linked to community resources.
- Be responsible for compliance to the agency time and attendance policy.
- Oversee the completion and maintenance of all required internal and external reports.
- Assist in the recruitment and orientation of new employees.
- Participate in regular programming/supervision, case conferences, staff meetings, management team meetings, and training.
- Participate and lead case conferences, staff meetings, webinars, and clinical educational forums.
- Perform any agency-related duties or special projects as directed by the Deputy Chief of Programs and Clinical Practice.

Requirements:

- Must have a Master's degree in social work, mental health counseling, or psychology; licensed clinicians preferred.
- Must have expertise in evidence based practices (i.e. Motivational Interviewing, Critical Time Intervention, Trauma Informed Care, Housing First, etc.).
- Knowledge and understanding of DHS and HRA system.
- Must have experience working in homelessness, substance abuse, mental health and/or trauma settings (supervisory and/or management experience required).
- Must possess superior leadership, critical thinking, written and verbal skills.
- Must be able to work in a team oriented setting.
- Personable and able to work within a client/customer service framework.
- Refined and well-organized multi-tasking skills.
- Proficient use of Microsoft Office Suite programs.

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 – Homebase Community Support Services**
 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