



**Position:** Veteran Service Coordinator  
**Location:** Bronx, NY; Travel throughout NYC required  
**Reports to:** 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 an enthusiastic and driven Veteran Service Coordinator. The candidate should provide services with an awareness of, sensitivity to, and respect for diversity of culture, ethnicity, gender identity, physical and mental abilities, sexual orientation, race, and spirituality or religion. This position will be responsible for engaging and interacting with all Walton House veteran clients and creating/maintaining connections with services that will benefit these clients. This position will work closely with the Veteran Peer Mentor and together act as the in house support for the veterans, whose main service providers will be outside vendors.

#### **Responsibilities:**

- Working with the clinical and workforce development staff to identify areas of need that the veteran may have and support and assist program participants in addressing the need.
- Accompany veterans to Housing Court, Section-8 briefing appointments, HRA office, VA medical centers or Vet centers, Social Security Office, housing inspections, and apartment search as required.
- Work with the Veterans in regards to VA/military related issues as they arise and assist them in navigating those systems.
- Participate in groups and events held at the building or offsite and encourage and support Veteran's in their involvement in those activities – run one bi-weekly group.
- Collaborate with Program Director, Assistant Program Director, Life Coaches and Career Counselor for the continued development, motivation, and mentorship of program participants.
- Collaborate with Young Adult Peer Mentor on ongoing events and event planning (including monthly planning meeting w/reports going to the Program Director) – At least one Veteran oriented event monthly and one inclusive event bi-monthly.
- Familiarize self with Jericho's Supportive Services for Veteran Families (SSVF) program and maintain strong working relationships with their team.

- Conduct outreach at VA hospitals, community organizations, schools, housing courts, food pantries and other locations to identify resources and opportunities for those Veterans residing in the program.
- Maintain an effective working relationship with external community partners and maintain steady communication and rapport with the program staff.
- Develop and maintain the community linkages necessary to facilitate referrals.
- Participate in staff meetings and trainings.
- Actively assist and participate in all program activities and special events as needed.
- Maintain accurate and up-to-date client files for activities performed.
- Carry out other duties as assigned by Program Director.

**Requirements:**

- A Bachelor's degree with relevant experience and interest in the human services field.
- CASAC credentials preferred.
- Experience working in homelessness, substance abuse, mental health and/or trauma settings preferred.
- A strong understanding of VA and other veteran organizations as well as knowledge of supportive housing is a plus.
- Candidates must be self-starters with the skills and energy to work with high-need veterans in the community.
- Must possess strong organizational, writing and computer skills.
- Must have strong engagement and interpersonal skills.
- The successful applicant will have to complete a background check.

***\*\*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: **Veteran Service Coordinator, Walton House**  
 245 W. 29<sup>th</sup> Street, Suite 902  
 New York, NY 10001  
 Fax 646.624.2301  
[careers@jerichoproject.org](mailto: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)*