



**Position:** Career Counselor  
**Location:** Bronx, NY  
**Reports to:** Assistant Director, Workforce Opportunities  
**Hours:** Full-time, 40 hours per week

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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 Career Counselor will provide direct services to the residents of Jericho's Kingsbridge Terrace Veterans Residence in order to help them achieve the highest possible level of employment, educational attainment, and/or other meaningful activity, e.g., volunteer work and internship. The Career Counselor will work closely with social work team and site Directors to ensure that tenants' employment and educational goals are fully met.

### **Responsibilities:**

- Manage a caseload of about 76 tenants of a veteran supportive housing residence.
- Maintain active engagement with tenants in all phases of tenants' occupancy period, from initial interviews to completion of assessments and service plans; develop creative tenant engagement strategies.
- Complete employment and educational assessments on all participants; ensure that assessments and service plans are updated twice a year and more often where needed. For all tenants conduct at least monthly outreach to all participants and maintain related progress notes.
- Maintain and update participant information in Jericho's Electronic Case Management system.
- Identify and refer participants to vocational skills training programs; adult education, college and other higher education programs, as identified in tenants' service plans.
- Assist participants in developing a job readiness portfolio, consisting of a resume, cover letter, and the evaluation of interviewing skills.
- Work closely with WfO's Employment Specialists; respond to job leads within required timeframe; identify and refer participants for matching positions, using Jericho's Electronic Case Management system.
- Assist participants in conducting independent job search; identify new job leads as needed and make direct referrals to employers.
- Provide job retention and follow up services to all employed participants in various settings, i.e., competitive employment, internship, and volunteer work.

- Access community resources to develop a network of veteran-friendly referral partners to aid participants in their job search, job retention and/or re-placement efforts.
- Actively participate in case conferencing sessions with site directors and the case management team.
- Regularly attend WfO monthly team meetings.
- Provide participant engagement and outcome reports as required.
- Other responsibilities as assigned and required by the emerging needs of programs and participants, such as service delivery in multiple sites for multiple programs.

### **Requirements:**

- Bachelor's degree required.
- Excellent written and verbal communication skills and advanced computer literacy is required.
- Must be able to work and produce desired performance outcomes in a team environment, requiring high levels of collaboration, cooperation, and team work.
- Ability to travel throughout the five boroughs is a must.
- Knowledge and experience in workforce development as well as service delivery to low-income individuals are strongly preferred.
- Working knowledge of Salesforce is highly desirable.
- Experience providing supported employment services to individuals with disabilities is preferred.
- Knowledge of and experience in the application of Motivational Interviewing and Person-centered planning is desirable.
- 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: **Career Counselor**  
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)*