



**Position:** Services Coordinator, KT/Marine Terrace  
**Location:** Bronx, NY and Astoria, 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 8 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

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### **About the Position**

Jericho Project is seeking an experienced and enthusiastic individual to join its team as a full-time Services Coordinator at its Marine Terrace and Kingsbridge Terrace residences. The Services Coordinator will provide direct services to veterans at both Marine Terrace and Kingsbridge Terrace and support services to non-veteran community members.

Marine Terrace is a 497-unit affordable housing community in Astoria, Queens, which includes 53 new units of housing for low-income and homeless veterans. Jericho has been contracted to provide direct services to veterans as well as resource development and service referrals for the 444 existing Marine Terrace households.

Kingsbridge Terrace is a supportive housing veterans residence operated by Jericho Project with 76 units for homeless veterans with special needs. The Services Coordinator will generally spend three (3) days per week at Marine Terrace (including Saturdays) and two (2) days at Kingsbridge Terrace.

### **Responsibilities:**

#### **Marine Terrace:**

- Develop resources within the community pertinent to needs of both the veteran and general community at Marine Terrace.
- Meet with community organizations to partner with available services, participate in external community meetings (i.e. Community Board meetings, Community based organizations gatherings).
- Coordinate and operate as community advocate for tenants.
- Work with the Jericho Career Counselor to assist tenants in obtaining and maintaining employment.

- Create and distribute a survey identifying issues and interests of the MT tenant housing community, develop workshops/activities related to those identified interests.
- Provide life coaching function for veteran community and support services for entire community including assistance with benefits, tenant advocacy, and referrals to community resources.
- Conduct outreach and engagement with tenants, develop and maintain MT community meetings.
- Maintain appropriate level of documentation with veterans in ECM and a tracking log for general population tenants.
- Perform as primary referral source for services (medical, social services, employment opportunities, education, etc.)

**Kingsbridge Terrace:**

- Carry a caseload of formerly homeless veterans with mental illness and/or substance abuse disorders.
- Work with tenants to create a service plan, which will be updated regularly.
- Implement groups with focus on life skills, education and support, relapse prevention and mental health counseling.
- Complete referrals to medical, mental health and outside providers.
- Ensure compliance with organizational and funder regulations and documentation.
- Case management assessment and services will be informed by Motivational Interviewing and Harm Reduction approaches.
- Coordinate aftercare services and follow-up contacts for post-discharge updates.
- Work with Property Management staff to assist tenant to meet terms of their lease including timely payment of rent and avoidance of any nuisance behaviors.
- Conduct outreach and engagement including apartment visits and inspections.
- Participate in community development efforts such as Community Meetings and establish partnerships with other providers in the community.
- Comply with charting requirements and data collection as mandated by funding sources.

**Requirements:**

- A Bachelor's degree in Social Work or a related field.
- Must have at least 2 years' experience working in areas of homelessness and substance abuse.
- Candidate must possess superior written and verbal skills.
- Must be computer literate
- Experience working with veterans a plus
- Bilingual a plus

***\*\* Jericho Project strongly encourages qualified veterans 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: **Services Coordinator, KT/Marine Terrace**

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)*