



Position: Assistant Director, Fordham
Reports to: Managing Program Director
Hours: Full Time: 40 hours/week (Some evenings and weekends may be required)
Location: Bronx, New York

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.

About the Position

The Assistant Director will provide direct services and referrals to our formerly homeless residents to ensure each tenant is able to maintain stable housing and their sobriety. The will meet with residence upon initial occupancy and provide orientation to the rules and regulation of Fordham Supportive Housing. The Assistant Director will report to the Managing Program Director and will also have some additional duties including site administration.

Responsibilities:

- Participate in Hiring, training, supervising and developing a program team with a strong sense of accountability for achieving outcomes for residents and complying with Jericho Project's and funder regulations and requirements.
- Ensure all case records (electronic and paper) are accurate, comprehensive and up-to-date for all residents. The Assistant Director, in conjunction with the Managing Program Director is responsible for monitoring staff compliance and providing training and support resources.
- In conjunction with staff, oversee the development and implementation of program services, including groups, community/tenant meetings, activities and celebrations, etc. to meet tenant and program needs.
- Utilize data to ensure program goals are met and to address trends (both positive and challenging).
- Provide written reports, as required, to Senior Management.
- Develop linkages with community organizations to support the work of the program.
- On-Call availability to participate in managing tenant emergencies.

- In the absence of the Director assume responsibility for all program management.
- Provide regular, ongoing supervision of staff as appropriate and facilitate staff meetings. Provide case management support to staff as needed.
- Carry a Caseload, as needed, of up to 10 Program Participants.
- Help identify and meet training needs for staff.
- In collaboration with Property Management staff, screen potential clients for the program and assist with the move-in and program orientation process.
- Assist with rent collection and ensure all staff members support housing stability through a proactive approach to working with tenants around budgeting and money management.
- Assess serious incidents, review appropriateness of incident management and make corrections as needed.

Requirements:

- Master's Degree in Social Work or related field required; Licensed Master's Degree in Social Work a preferred.
- At least five years experiences working in the fields of substance abuse, mental health and/or homelessness.
- Must be computer literate
- Must have proven supervisory skills including at least three years supervisory experience
- Must possess superior written and verbal skills.
- Understanding of Harm Reduction, Motivational Interviewing, Housing First & Supported Employment Modalities
- Bilingual 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 with salary requirements and resume to:

Human Resources Department
 Jericho Project
 Job Code: **Assistant Director, Fordham Village**
 245 W. 29th Street, Suite 902
 New York, NY 10001
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.