



**Position:** Life Coach  
**Location:** Bronx, NY; Travel throughout NYC required  
**Reports to:** Program Director  
**Hours:** Full time, 40 hours/week, 11am-7pm Sun; 10am-6pm Mon-Thur

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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**

The Life Coach will provide case management and service coordination at Walton House. Candidates must have experience serving individuals who identify as LGBTQ and also have a history of working with young adult individuals with mental illnesses and substance abuse histories; experience in a supportive housing setting is preferred. A candidate with experience serving veterans is a plus.

The Life Coach will be required to have frequent contact, not limited to, weekly or monthly face-to-face meetings, telephone conversations, e-mail and other electronic exchange with colleagues is expected.

### **Responsibilities:**

- Provide enhanced case management services which will be informed by a Housing First approach in the office and at the resident's home using evidence based practices such as Motivational Interviewing and Harm Reduction techniques.
- Conduct assessments and program intakes all assigned residents.
- Ensure data is accurate and complete and that all required accompanying documentation is collected.
- Develop and update person centered service plans (every 90 days).
- Utilize trauma informed interventions and culturally responsive engagement techniques to assist resident's with overcoming barriers to housing stability and assist them in their community integration to Walton House.
- Identify each resident's strengths, needs, abilities, and preferences.
- Act as liaison for the psychiatrist at the program site and manage the appointment times of residents receiving services from the doctor.
- Provide referrals, advocacy, and linkages to public benefits including but not limited to healthcare, SNAP, SSI/SSDI, and public assistance.
- Maintain and refer to a network of resources and contacts that will further their community integration.

- Implement groups with a focus on life skills, education and support, relapse prevention and mental health counseling.
- Coordinate with Jericho's Workforce Opportunities department to link residents to employment and educational assistance.
- Coordinate aftercare services and follow-up contacts for post-discharge updates.
- Conduct outreach and engagement including apartment visits and inspections.
- Participate in community development efforts such as Community Meetings and supporting the residence in establishing partnerships with other providers in the community.
- Ensure compliance with organizational and funder regulations and documentation.
- Work with Property Management staff to assist resident to meet terms of their lease including timely payment of rent and avoidance of any nuisance behaviors.
- Provide all services in a manner that respects cultural differences amongst residents.

**Requirements:**

- A Bachelor's degree in human services or a closely related field.
- Experience working in LGBTQ, young adults, veterans, homelessness, substance abuse, and mental health and/or trauma settings preferred.
- Must possess strong organizational, writing, communication, and computer skills.
- Candidates must be self-starters with the skills and energy to work with high-need individuals.
- Strong engagement and interpersonal skills.
- Some relevant experience working with low-income or homeless populations.
- Be familiar with interventions needed for resident with severe persistent mental health issues.
- Candidates must be self-starters with the skills and energy to work with in the community.
- Local applicants are highly encouraged to apply.
- The successful applicant will have to complete a background check.

**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: **Life Coach, 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)*