



**Position:** Aftercare Coordinator  
**Location:** Bronx, NY; Travel throughout NYC required  
**Reports to:** Assistant Director, Walton House  
**Hours:** Full time, 40 hours/week, some nights and weekends

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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 36-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 Aftercare Coordinator engages with Veterans and provides 6 months of intensive case management as they are transitioning from VA funded shelters into permanent housing in the community. The Aftercare Coordinator should have strong Motivational Interviewing skills. They should have strong documentation and organization skills and be able to work well independently.

#### **Responsibilities:**

- Utilize Motivational Interviewing, Mediation skills, Critical Time Intervention, Harm Reduction, and Strengths-Based techniques to assist low-income veteran (single or families) who are transitioning from a VA funded homeless shelter into permanent housing in the community.
- Provide intensive case management services in the office and community to all veterans enrolled with the aim of improving housing stability within a 6-month period.
- Case management responsibilities include but are not limited to: conduct monthly home visits to monitor housing stability, make linkages to educational and employment services, assist with meal planning, teach tenant responsibilities, assist with the use of public transportation, referrals to needed services such as mental health, substance use disorder, and medical, financial management, and development of natural supports.
- Serve as a liaison between veteran families and community providers. Maintain a network of resources and contacts.
- Mediate household and/or landlord-tenant disputes that threaten housing stability.
- Provide crisis intervention as needed.
- Identify household's strengths, needs, abilities, and preferences. Utilize a variety of interventions to assist veterans with overcoming barriers to housing stability.
- Develop and update housing stability plans monthly to assist veterans with obtaining permanent housing.
- Conduct outreach to ensure the GPD program enrolls and serves 30 eligible veterans per year. Conduct intake assessments in the field whenever possible and collaborate with GPD providers referring veterans for aftercare services. Ensure data is accurate and complete and that all required accompanying documentation is collected.

- Complete monthly reports to track all required data for all veterans enrolled.
- Participate in monthly conference calls and quarterly reviews with the GPD liaison to receive program updates and address concerns as they arise. Participate in case conferences, staff meetings, and training, including annual suicide prevention training.
- Maintain administrative and veteran case files including supporting documentation, eligibility documents, assessments, progress notes, and service plans.
- Carry out other duties as assigned by Assistant Director and/or Managing Program Director.

**Requirements:**

- A Bachelor's Degree in Human Services or a related field.
- Strong Motivational Interviewing skills.
- Experience working in homelessness, substance abuse, mental health and/or trauma settings preferred.
- Knowledge of NYC resources preferred.
- Candidate must possess superior organizational, written and verbal skills.
- Self-starter with the skills and energy to work with high-need veterans in the community.
- Must be computer literate.
- Strong engagement and interpersonal skills.
- Experience working with veterans/military preferred.

**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: **Aftercare Coordinator**  
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)*