



Position: Program Director - Walton
Location: Bronx, NY
Reports to: Managing Program Director
Hours: Full-time/40 hour per week, some evenings/weekends required

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 550 units of supportive housing including 8 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

About the Position

The Jericho Project, a leading provider of supportive housing, is seeking a dynamic Program Director for its Walton House Residence in the Bronx. Candidates must have experience serving individuals who are LGBTQ young adults and have experience working with individuals who have a mental illness and substance abuse history; experience with veterans, domestic violence, or in a supportive housing setting.

Responsibilities:

Clinical:

- Responsible for the overall quality and provision of services provided to the residents.
- Ensure that services are known, accessible to, and inclusive of all potential participants.
- Supervise and provide clinical support and crisis intervention to Walton team including managerial level staff. Ensure all staff receive documented weekly individual supervision and group supervision in the form of staff meetings, management meetings, case conferences, and incident reviews.
- Review all incidents in a timely manner to ensure that they are responded to appropriately.
- Provide trauma-informed supervision to the Young Adult Mentor helping them to refine their role and integrate the youth perspective in programming.
- Provide task supervision for LCSW Therapist.
- Facilitate monthly community meetings and provide direct services to residents as needed.
- Be available on a rotating "on-call" basis for Social Service emergency consultation.

Supervisory:

- Work with staff to compile accurate and timely reports to both internal and external stakeholders.

- Ensure adequate and timely documentation in required case record systems, including incident reviews.
- Provide direct supervision to Walton management team. Monitor and evaluate staff performance.
- Provide direction, motivation, training and support to Social Service staff.
- Assists in the recruitment and selection of new employees. Provide training and orientation for staff to Jericho Project mission, protocols, procedures, and best practices.
- Work collaboratively with the Workforce Opportunities Program Director and Benefits Coordinator to provide oversight and support to career counselors, employment specialist, and SOAR certified staff to ensure participants increase income through employment and benefits.
- Work collaboratively with On With Life Program Director to ensure that all young adults are working on discharge plans to move on from permanent supportive housing by their 26th birthday.
- Provide leadership and vision at the site. Build team morale to ensure staff retention.
- Assist with the Jericho Project events and perform other duties including networking with various social service organizations to enhance the delivery of programmatic services for current residents and graduates.

Administrative:

- Responsible for program development, implementation, coordination, evaluation, and quality assurance. This includes identifying knowledge gaps, forecasting problems, and presenting solutions.
- Develop or modify site policies and procedures and systems for tracking and monitoring all program deliverables through data driven performance management approaches.
- Oversee data collection, compliance and monitoring for governmental funding, private grants and internal performance management metrics.
- Conduct quality assurance on a monthly basis of all case records. Ensure bi-annual audits of case records occur.
- Responsible for setting, spending, and monitoring site operating budget to ensure that it is maintained within contractual guidelines.
- Responsible for compliance to the agency time and attendance policy. Ensure staff enter accurate information into timekeeping system, make edits as needed, and approve timecards.
- Ensure the program is in compliance with all Jericho and external funding standards.
- Participate in Program Directors meetings to develop and evaluate program services.
- Carry out assignments as provided by the Managing Program Director.

Requirements:

- Master's degree in human services or a related field.
- A self-starter with at least three years of relevant experience working with young adults. Licensed clinicians preferred.
- At least one year of supervisory experience required.
- Experience serving individuals in supportive housing, with trauma histories, veterans, youth, domestic violence, or LGBTQ individuals is preferred.
- Good communication skills with strong organizational writing and computer skills required.
- Bilingual in Spanish a plus.

Compensation:

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package.

How to Apply:

Interested applicants must submit a resume and cover letter with salary requirements to:

Human Resources Department
Jericho Project
Job Code: **Program Director- Walton**
245 W. 29th 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