



Position: Assistant Director, Walton House
Location: Bronx, NY
Reports to: Program Director
Hours: Full-time, 40 hours per week, late evenings & some 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 9 residences in the Bronx, Harlem, and Astoria, as well as scatter-site apartments throughout NYC.

About the Position

Jericho Project is seeking a full time Assistant Director for Walton House, an 89-unit Permanent Supportive Housing program, which houses 33 young adults and 56 HUD VASH veterans. This position will primarily oversee service delivery to the young adults in the program. Candidate must have experience serving individuals who identify as LGBTQ and have a history of working with young adult individuals with mental illnesses and substance abuse histories.

Responsibilities:

- Provide overall quality assurance management for the Walton House program and oversee all staff in regards to data quality.
- Deliver case management services, including assessment, development of service plans, coordination of benefits, individual counseling, and daily living skills training to a small caseload of young adults.
- Review all incidents in a timely manner to ensure that they are responded to appropriately. Assist with crisis intervention, de-escalation, and incident follow ups.
- Review and audit case records that are entered into the electronic case management system to ensure adherence to documentation and data standards, along with eligibility requirements.
- Work closely with Program Director to ensure all staff are accurately entering data and all charts are complete with required supporting documentation.
- Monitor staff's time in timekeeping system and approve timecards. Assist the Program Director to ensure staff's compliance with agency time and attendance policy.
- Train new hires on the utilization of the electronic case management system.
- Perform data integrity checks for and work with Program Director to create plan to address any deficiencies or errors.
- Directly supervise two Young Adult Life Coaches (Case Managers) and one Young Adult Peer Mentor, documenting supervision on a weekly basis.

- Work with Program Director to ensure Life Coaches meet data quality requirements and outcome goals for intakes, caseloads, and discharges; work in conjunction with Veteran Service Coordinator to run monthly community meetings.
- Collaborate with Manager of Building Operations to ensure communication and joint planning strategies between Social Services and Property Management to assist tenants to retain housing through compliance with lease terms.
- Identify resources in the community for clients, such as preventive services, benefits assistance, mental and physical healthcare, financial counseling, pantries and hospitals in order to meet individualized service goals.
- Develop relationships with DHS shelter staff and HRA to ensure continuity of services.
- Complete and maintain all required internal and external reports.
- Assists in the recruitment, selection, training, and orientation of new staff.
- Participate in programming/supervision, case conferences, staff meetings, management team meetings, and training.
- Be available on a rotating “on-call” basis for Social Service emergency consultation.
- Carry out other duties as assigned by Program Director.

Requirements:

- A Master’s Degree in Social Work or a related field is required.
- Candidate must have at least three years’ experience working with young adults or victims of trauma for populations such as people with substance abuse disorders, those with psychiatric illness or those who have experienced homelessness.
- Experience with Motivational Interviewing and Evidence-Based Practices.
- Experience with LGBTQ population required, Veteran experience a plus.
- Supervisory and/or management experience preferred.
- Strong leadership skills required.
- Candidate must possess superior written and verbal skills.
- Candidate must be well-organized and possess multi-tasking skills.
- Knowledge of HRA, Social Security, and other public benefits and entitlements.
- Bilingual Spanish/English a plus.
- The candidate should provide services with an awareness of, sensitivity to, and respect for diversity of culture, ethnicity, gender identity, physical and mental abilities, sexual orientation, race, and spirituality or religion. Potential candidates should have experience in quality assurance, program management, NYC shelter systems, team building, housing placement, and supervision.

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: **Assistant Director, Walton House**
 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