



Position: Assistant Program Director – Family Scatter Site Apartments
Location: Bronx, NY
Reports to: Managing Program Director
Hours: Full-time, 40 hours 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 37-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, 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 an experienced and driven Assistant Program Director for the Family Supportive Apartments program. The ideal candidate will have experience in working with formerly homeless individuals and families, quality assurance, program management, housing placement and supervision. The Assistant Program Director will also provide direct care management services and apartment visits to formerly homeless families.

Responsibilities:

- Provide overall quality assurance management for the Family Supportive Apartments Program and oversee all staff regarding data quality.
- 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 the Managing Program Director to ensure all staff are accurately entering data and all charts are complete with required supporting documentation.
- Assist in the recruitment, selection, training, and orientation of new employees.
- Assist in maintaining liaison with property management team regarding apartment inspections and tenant's adherence to their leases.
- Participate in programming/supervision, case conferences, staff meetings, management team meetings and trainings.
- Assist Managing Program Director to ensure staff's compliance with agency time and attendance policy. Enter staff edits into timekeeping system and approve timecards if the Managing Program Director is not available.
- Carry a caseload of 5 families, meeting with each family weekly.
- Coordinate clinical care management and psychosocial services to the entire family
- Work with property management team to assist tenant to meet terms of their lease including timely payments of rent and avoidance of any nuisance behaviors.
- Collaborate with the Child Development Specialist and Workforce Opportunities on creating individualized serviced plans addressing the family's goals.
- Collaborate with Peer Mentors on development of life and independent living skills.

- Monitor families' progress and regress as associate with goals identified in service plan.
- Conduct regular community resource development in order to enhance and expand program linkages.
- Provide referrals, advocacy and linkages to public benefits including but not limited to healthcare, SNAP, SSI/SSDI, and public assistance.
- Assist families with budgeting and provide referrals for financial counseling as needed.
- Provide crisis intervention as needed.
- Utilize electronic case management system in order to maintain accurate and up-to-date client files.
- Comply with charting requirements and data collection as mandated by funding sources.
- Utilize trauma informed interventions and culturally responsive engagement techniques in order to provide holistic program services.
- Staff the emergency on-call cell phone on a rotating basis.
- Attend trainings as requested by program leadership.
- Carry out other duties as assigned by program leadership.

Requirements:

- A Master's degree in a childhood related field, such as psychology, child development, social work or human services related field.
- At least two years of experience working with severe mental health population.
- At least two years of experience working with children with development needs.
- An understanding of working with the homeless population.
- Supervisory and/or management experience preferred.
- Ability to manage multiple projects and delegate tasks as needed.
- Familiarity with Harm Reduction Model, Housing First Approach and Motivational Interviewing.
- Candidate must be a self-starter with the skills and energy to work within the community.
- Candidate must possess superior written and verbal skills.
- Must be computer literate.
- Bilingual Spanish/English, preferred.

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 Program Director – Family Scatter Site Apartments**
 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