



Position: Housing Access Manager
Location: New York 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 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, 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 driven and enthusiastic Housing Access Manager, to provide administrative support and quality assurance to Jericho's Housing Access Programs, SSVF and CoC RRH. The Housing Access Administrative Manager is a new position that will work closely with the Managing Program Director and Program Directors. This position will be responsible for: quality assurance of case records, data, and Financial Assistance Requests; developing and implementing new policies and assessments; internal and external reporting; subcontract management; and other leadership activities.

Responsibilities:

- Audit case records in AWARDS regularly. Ensure all participants are contacted at least bi-weekly and service plans are completed monthly. Make recommendations for the improvement of service delivery and documentation.
- Complete a thorough audit of electronic and physical case records on a bi-annual basis, including discharged charts.
- Review and approve Financial Assistance Requests, invoices, petty cash and metro card reconciliations, and monthly draw downs.
- Lead the development and implementation of special projects to improve compliance and performance including time studies, spending rates, match funds, and staff/space allocations.
- Gather, review, analyze, and present data to improve performance outcomes. Prepare internal monthly dashboard to monitor program outcomes. Develop procedures for improvement
- Work with Quality Assurance Manager to ensure excellent data quality for monthly uploads and make edits as needed.

- Lead year-end close out process preparing reports, making edits as needed, and coordinating with Finance and Program staff to ensure accuracy.
- Prepare external reports for funders and community partners.
- Oversee subcontract identification, MOUs, reporting, trainings, and billing. Ensure MOUs and MOAs are updated annually for all contracts.
- Develop new assessments as needed and build them in electronic health record.
- Update policies to ensure compliance with new funding regulations/initiatives or changes in internal procedures
- Serve as point of contact for compliance questions and funder communications. Attend CoC grantee and community meetings.
- Serve as program lead for compliance to CARF standards.
- Ensure all SSVF enrollments and discharges are updated in HOME and SSVF Grantee tracker weekly.
- Manage SQUARES, VA Learning Management, and AWARDS onboarding and approvals.
- Assist Managing Program Director with project management tasks for Program Directors.
- Coordinate with IT and Operations departments for needs at 39 Broadway.
- Participates effectively in SSVF and RRH team meetings, supervision, and related activities
- Carry out other duties as assigned by Managing Program Director.

Requirements:

- Bachelor's degree required.
- At least two years' experience with grants and contracts within government, nonprofit, social service programs, finance, or quality assurance.
- Must be detail-oriented self-starter. Strong project management skills.
- Knowledge of AWARDS preferred.
- Proficient use of Microsoft Office Suite programs. Strong working knowledge of Excel.
- Knowledge of VA and/or HUD procedures is a plus.
- Ability to work independently and collaboratively, set priorities, and exercise sound judgment.
- Demonstrated excellent written and communication skills.
- Ability to multi-task and find innovative ways to reach and effectively help others.
- Relentless dedication, high energy, and flexibility.
- Flexibility in approach and willingness to adapt when necessary.
- Qualified veterans are strongly encouraged to apply.

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: **Housing Access Manager**
 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