



**Position:** Case Manager – Scatter Site  
**Location:** Bronx, NY  
**Reports to:** Program Director  
**Hours:** Full-time, 40 hours per week, some evenings/weekends required

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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 550 units of supportive housing including 9 residences in the Bronx, Harlem and Astoria, as well as scatter-site apartments throughout NYC.

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### **About the Position**

The Jericho Project is seeking an experienced and enthusiastic individual to join its team as a full-time Case Manager at its Scatter Site program. The Case Manager will carry a caseload of 20-25 cases and provide direct services to formerly homeless single adults with histories of mental illness, substance abuse and homelessness.

#### **Responsibilities:**

- Develop and periodically update a service plan.
- Provide individual and group supportive counseling.
- Provide advocacy and education regarding entitlements and benefits.
- Provide Crisis Management Interventions as needed.
- Help residents conform to the requirements of their lease and house rules.
- Assist tenants with the development of independent living skills.
- Participate in the recruitment intake and orientation for tenants.
- Help identify resources in the community for tenants.
- Comply with charting requirements and data collections as mandated by funding sources.
- Refer tenants to internal and external resources such as substance abuse treatment, health care and vocational counseling.
- Input and maintain documentation of tenant engagement in the AWARDS system.
- Provide case management services, as necessary, to low-income tenants from the community.
- Carry out other duties as assigned by the Program Director.

**Requirements:**

- A Bachelor's degree in Social Work or a related field.
- Must have at least 2 years' experience working in areas of homelessness and substance abuse.
- Candidate must possess superior written and verbal skills.
- Must be computer literate
- Experience working chronic homelessness an absolute plus.
- Bilingual required.

**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: **Case Manager, Scatter Site**  
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)*