



Position: Intake Coordinator
Location: Bronx, NY
Reports to: Managing Director of Building Operations
Hours: Full-time/40 hour per week, late evenings 7 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 39-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

Under the direct supervision of the Managing Director of Building Operations, the Intake Coordinator will review and evaluate all applications for the congregate supportive housing programs, to determine eligibility and intake of potential clients. This position is responsible for reviewing, evaluating and verifying intake information and assuring compliance with program eligibility guidelines. The incumbent will have experience in providing care to low-income populations and those experiencing homelessness.

Responsibilities:

- Review, evaluate and verify all client intake information including but not limited to household size, income, criminal history, and other related information to assure compliance with program eligibility guidelines, Low Income Housing Tax Credit (LIHTC) and government subsidies (HPD, NYHCA) etc.
- Coordinate and/or conduct group and individual intakes with Program Directors and Managers of Building Operations.
- Log, file and enter source documents and related data into client files, HMIS, CAPS, and other data capture systems.
- Generate eligibility and ineligibility letters to applicants as well as participant progress reports and letters.
- Respond to email, phone, and mail inquiries as pertaining to housing eligibility and documentation.
- Liaison with government agencies such as HRA, DHS, VA, and other community groups for intake of potential clients.

- Prepare regular summary reports of vacancies and program rosters to assist programs in compiling information necessary to comply with county, state and federal requirements and audits.
- Participate in program, departmental, agency meetings and trainings as required, as well as inter-agency groups that provide assistance to individuals experiencing homelessness.
- Assist with sending rent invoices to tenant monthly.
- Maintain and execute confidential information to HIPPA standards.
- Attend staff trainings and department meeting as needed and other duties as assigned.
- Carry out additional duties as assigned by Managing Director of Operations.

Requirements:

- Bachelor's degree preferred, with at least 1 year of experience in the Human Service field.
- Strong documentation and organizational skills including electronic and hard copy documentation.
- Ability to work independently and as part of a team.
- Ability to manage effectively and coordinate multiple projects simultaneously in a fast-moving.
- Computer literacy a must. Proficient use of Microsoft programs including Excel, Word and SharePoint. Experience with Appfolio is a plus.
- Demonstrated excellent written and communication skills.

Compensation:

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package including health insurance, dental insurance, retirement plan, and four weeks paid vacation.

How to Apply:

Interested applicants must submit a cover letter and resume to:

Human Resources Department
Jericho Project
Job Code: **Intake Coordinator**
245 w.29th street, Suite 902
New York, NY 10001
Fax: 646-624-2301
careers@jerichoproject.org

No Telephone 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