



Position: Program Director- Scatter Site
Location: Bronx, 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 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

Jericho Project is seeking an experienced and enthusiastic individual to join its team as a full-time Program Director with its Scatter Site Program. The Program Director is responsible for the overall program services and administration of the site. The Director ensures that the Agency's mission is carried out and that the Agency's policy and procedures are adhered to.

Responsibilities:

- Responsible for the overall quality of services provided to the residents.
- Provide leadership and vision to the multidisciplinary team.
- Responsible for program development, implementation, coordination, and evaluation.
- Ensure that services are known, accessible to, and inclusive of all potential participants and regular outreach is conducted. Service delivery is conducted in a manner that supports a Housing First model including utilization of Harm Reduction, Motivational interviewing, Stages of Change and Trauma Informed Care.
- Oversee compliance with organizational and funding regulations and produce required documentation.
- Develop systems for tracking and monitoring all program deliverables through data driven performance management approaches.
- Oversee data collection, compliance and monitoring for governmental funding, private grants and internal performance management metrics.
- Perform data integrity checks and create plan to address any deficiencies or errors.
- Work with staff to compile accurate and timely reports to both internal and external stakeholders.
- Collaborate with Building Operations Manager to ensure communication and joint planning strategies between Social Services and Property Management through a proactive approach to assist tenants in retaining housing in compliance with lease terms and supporting environmental/housing resolution.
- Coordinate and facilitate intake interviews with HRA for potential residents.
- Develop or modify site policies and procedures as needed.

- Conduct quality assurance on a monthly basis of all case records.
- Provide weekly clinical supervision, including conducting monthly case conferences and Incident Committee Reviews.
- Provide direction, motivation, training and support to Social Service staff through monthly team meetings.
- Hire, train, supervise and develop a program team with a strong sense of accountability for achieving outcomes for residents and complying with Jericho Project and funder regulations and requirements. Also, train new hires on the utilization of the electronic case management system; when applicable.
- Provide orientation for staff to Jericho Project mission, protocols, and procedures.
- Monitoring and evaluating staff performance.
- Identify and meet training needs for staff.
- Responsible for setting, spending, and monitoring site operating budget to ensure that it is maintained within contractual guidelines.
- Provide direct services to residents as needed, including carrying a small case load, when applicable.
- Participate in Program Directors meetings to develop and evaluate program services.
- Identify resources and develop linkages in the community for clients, such as preventive services, benefits assistance, mental and physical healthcare, financial counseling, pantries, hospitals in order to meet individualized service goals.
- Be available on an “on-call” basis for Social Service emergency consultation.
- Assist with the Jericho Project events or workgroups and perform other duties including networking with various social service organizations to enhance the delivery of programmatic services for current residents and graduate.

Requirements:

- A self-starter with a master’s degree in Human Services. MSW preferred plus four or more years working in the human service field in a similar supportive housing agency.
- Extensive experience working with individuals with substance abuse is a must.
- Clear directorship experience with strong supervisory skills a must.
- Good communication skills with strong organizational writing and computer skills required.
- Bilingual in Spanish is a plus.
- Proficiency in Microsoft Office Suite required.
- Knowledge of housing subsidies, rules, regulations, and affordable housing industry in NYC strongly preferred.
- Demonstrated interpersonal flexibility, teamwork, customer service aptitude and superior oral and written communication skills.
- Ability to work independently and maximize time while conducting field work.
- 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: **Program Director- Scatter Site**
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