



Position: House Manager, Jericho House
Location: Bronx, NY
Reports to: Manager, Building Operations
Hours: Full-time, 40 hours per week, 12am-8am Monday-Friday

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.

About the Position

Jericho Project is seeking an experienced and responsible individual to join its team as a House Manager. The House Manager reports to the Manager, Building Operations and is responsible for the overall security of the site and assistance with clerical duties.

Responsibilities:

- Secure and maintain the safety of the tenants and the facility.
- Provide crisis intervention when necessary.
- Responsible for reporting and electronically documenting all incidents on site.
- Assist with filing, rent collection and time & leave calendars.
- Monitor and visually verify that clients are safe by conducting room checks in accordance with Directors and Case Manager's directives and client request(s).
- Monitor client/visitor activity.
- Maintain compliance with fire safety codes.
- Work with Manager, Building Operations to assist tenants in meeting terms of their lease including timely payment of rent.
- Maintain security by conducting floor checks at the beginning of every shift.
- Periodically attend house meetings, case conferences, and staff meetings.
- Other duties as assigned.

Requirements:

- 1 year customer service experience required.
- Fire Guard Certification required (Must obtain within 6 months of employment).
- Good computer skills/knowledge required.

- Ability to communicate clearly and concisely, both verbally and in writing.
- At least one year of experience working with individuals with substance abuse history.

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: **House Manager- Jericho House**
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