



**Position:** Assistant Program Director – Family Scattered Site  
**Location:** Bronx, NY  
**Reports to:** Managing 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 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, 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**

Jericho Project is seeking an experienced and driven Assistant Program Director for the Family Scattered Site Supportive Housing program. The ideal candidate will have experience in working with formerly homeless individuals and families, quality assurance, program management, housing placement and supervision. The Assistant Program Director will also provide direct care management services and apartment visits to formerly homeless families.

### **Responsibilities:**

- Provide overall quality assurance management for the Family Scattered Site Supportive Housing Program and oversee all staff regarding data quality.
- Review and audit case records that are entered into the electronic case management system to ensure adherence to documentation and data standards, along with eligibility requirements.
- In collaboration with the Managing Program Director, be responsible for setting, spending, and monitoring site operating budget to ensure that it is maintained within contractual guidelines.
- Work closely with the Managing Program Director to ensure all staff are accurately entering data and all charts are complete with required supporting documentation.
- Assist in the recruitment, selection, training, and orientation of new employees.
- Conduct intake interviews and pre-screening for new program applicants.
- Liaison with HRA ensuring new applications meet eligibility requirements.
- Participate in programming/supervision, case conferences, staff meetings, management team meetings and trainings.
- Assist Managing Program Director to ensure staff's compliance with agency time and attendance policy. Enter staff edits into timekeeping system and approve timecards if the Managing Program Director is not available.
- Provide written reports, as required, to Senior Management.
- Carry a caseload of 5 families, meeting with each family bi-weekly.
- Coordinate clinical care management and psychosocial services to the entire family
- Work with property management team to assist tenant to meet terms of their lease including timely payments of rent and avoidance of any nuisance behaviors.

- Collaborate with the Child Development Specialist and Workforce Opportunities on creating individualized serviced plans addressing the family's goals.
- Monitor families' progress and regress as associate with goals identified in service plan.
- Conduct regular community resource development in order to enhance and expand program linkages.
- Provide referrals, advocacy and linkages to public benefits including but not limited to healthcare, SNAP, SSI/SSDI, and public assistance.
- Assist families with budgeting and provide referrals for financial counseling as needed.
- Provide crisis intervention as needed.
- Utilize electronic case management system in order to maintain accurate and up-to-date client files.
- Comply with charting requirements and data collection as mandated by funding sources.
- Utilize trauma informed interventions and culturally responsive engagement techniques in order to provide holistic program services.
- On-Call availability to participate in managing tenant emergencies.
- Attend trainings as requested by program leadership.
- Participate in Program Directors meetings to develop and evaluate program services.
- Assist with the Jericho Project events and perform other duties including networking with various social service organizations to enhance the delivery of programmatic services for current residents and graduates.
- Carry out assignments as provided by the Managing Program Director.

### **Requirements:**

- A Master's degree in a childhood related field, such as psychology, child development, social work or human services related field.
- At least two years of experience working with individuals with a severe mental health diagnosis.
- At least two years of experience working with children with development needs.
- An understanding of working with the homeless population.
- Supervisory and/or management experience preferred.
- Ability to manage multiple projects and delegate tasks as needed.
- Familiarity with Harm Reduction Model, Housing First Approach and Motivational Interviewing preferred.
- Candidate must be a self-starter with the skills and energy to work within the community.
- Candidate must possess superior written and verbal skills.
- Must be computer literate.
- 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: **Assistant Program Director – Family Scattered Site**  
 245 W. 29th Street, Suite 902  
 New York, NY 10001  
 Fax 646.624.2301  
[careers@jerichoproject.org](mailto: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)*