



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

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### **About Jericho Project**

Inspired by the belief that transformation can occur in every individual, Jericho Project was founded in 1983 to help New York City address and end homelessness among men, women, and families. Jericho Project steadfastly works to advance its mission by creating a community that inspires individual change, fosters sustainable independence, and motivates men and women to reach their greatest potential.

In its 39-year history, Jericho has grown from its genesis as a small housing program to a comprehensive agency providing over 400 units of supportive housing, as well as significant life-changing services to over 2,000 homeless and at-risk adults and children throughout New York City.

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### **About the Position**

The Loring Place Residence Case Manager will be responsible for providing residential and long term support services to homeless and at-risk men and women transitioning into permanent housing. The Case Manager will carry a caseload of approximately 26 formerly homeless individuals who qualify under the eligibility criteria as proposed by the NYC Department of Homeless Services and HUD. Case managers will be required to have frequent contact, but not limited to, weekly face-to-face meetings, telephone conversations, aftercare contacts, e-mail and other electronic exchange with colleagues is expected.

#### **Responsibilities:**

- Provide direct case management services which will include developing and updating comprehensive service plans. Coordinate and document clinical case management services while also documenting the overall effectiveness of the services provided.
- Utilize Motivational Interviewing and Harm Reduction techniques to assist low-income individuals with a history of homelessness and/or substance use disorders and/or mental health diagnoses.
- Provide assistance with obtaining and/or maintaining benefits/entitlements and other publicly available resources that may be beneficial to the resident.
- Implement groups with a focus on life skills, education and support, and mental health counseling,
- Complete referrals to medical, mental health, and other outside providers.
- Accompany resident to medical and/or entitlement appointments, if requested.
- Collaborate with Workforce Opportunities Staff to assist resident in developing and realizing employment related goals, where applicable.
- Ensure compliance with organizational and funder regulations and documentation.
- Conduct outreach and engagement including unit visits and/or inspections.
- Coordinate aftercare services and follow-up contacts for post-discharge updates.
- Participate in community development efforts such as Community Meetings and supporting the residence in establishing partnerships with other providers in the community.
- Work with Property Management staff to assist resident to meet terms of their lease including timely payment of rent and avoidance of any nuisance behaviors.
- Provide all services in a manner that respects cultural differences amongst residents.

**Requirements:**

- Bachelor's degree in human services or a closely related field.
- Experience working in homeless, substance abuse, mental health and/or trauma settings preferred.
- Good communication skills with strong organizational writing and computer skills required.
- Candidates must be self-starters with the skills and energy to work with high-need individuals.
- Strong engagement and interpersonal skills.
- Some relevant experience working with low-income or homeless populations.
- Be familiar with interventions needed for resident with severe persistent mental health issues.
- Bilingual with Spanish is a plus.

**Compensation:**

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package.

**How to Apply:**

Interested applicants must submit a cover letter and with salary requirements to:

Human Resources Department  
Jericho Project  
Job Code: Case Manager, Loring Place Residence  
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)*