



**Position:** Employment Specialist  
**Location:** Bronx, New York  
**Reports to:** Senior Employment Specialist, WfO  
**Hours:** Full-time, 40 hours per week, late evenings & 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 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.

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### **About the Position**

Jericho Project is seeking a full time Employment Specialist for our Young Adult population. Employment Specialist will provide workforce development services to young adult participants in order to help them achieve their desirable employment, education, and training goals. Employment Specialist will work closely with the Senior Employment Specialist and the Program Director to coordinate referral services for other needed services.

### **Responsibilities:**

- Implement job development strategies that can successfully lead to placing 60 adult and young adult participants in jobs annually.
- Cultivate and maintain relationships with key employers in industries that match the occupational interests of job seekers in Jericho programs.
- Identify employment opportunities that correspond to the level of skills and education of participants.
- Customize job development strategies to the individual needs of each job seeker; conduct individualized job search to facilitate participants' placement in desired jobs.
- Develop a job bank comprised of diverse employment opportunities at various levels of competency requirements.
- Ensure that business development practices meet the needs of LGBTQ young adults, as well as adults with mental health and substance use disabilities.
- Research and keep the WfO team informed of labor market trends, emerging industries, in-demand occupations, and skills/competency requirements.
- Screen and match candidates to appropriate positions; facilitate job search and refer candidates for job interviews.
- Conduct follow-up with employers and candidates after each referral; manage communication with both parties until a decision is finalized.

- Initiate and maintain consistent communication with job seekers for the entire duration of job search; keep job seekers informed of employment prospects, job interviews, and other available opportunities.
- Identify and post job fair events regularly.
- Work collaboratively with career counselors to facilitate participants' job search; provide employer feedback related to participants' job interviews.
- Work collaboratively with other Jericho Employment Specialists to maximize resources and availability of employment opportunities for participants.
- Assist veterans to translate their military experience into skills useful in civilian jobs.
- Complete all required administrative work, both electronic and manual, for recording, documenting, and reporting activities and outcomes related to job development, job search, and job placement.
- Conduct occasional employment workshops for participants.
- Access community resources to aid participants in their job search, job retention and or replacement efforts.
- Actively participate in monthly team meetings.
- Work in multiple supportive housing facilities to ensure service delivery to all Jericho participants.

**Requirements:**

- Three or more years of experience as a job developer.
- Existing transferable job bank of appropriate employers.
- Ability to make 60+ job placements per year.
- Experience working with individuals in mental health/substance abuse recovery as well as those experiencing homelessness highly preferred.
- Knowledge and experience in helping low-income job seekers find and keep jobs
- High level of computer literacy, good writing and verbal communication skills required.
- Bachelor's degree preferred.
- Ability to work and produce desired performance outcomes in a team environment; high levels of collaboration, cooperation, and teamwork.
- Ability to travel within all 5 boroughs of NYC.

**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: Employment Specialist  
 245 W. 29th Street, Suite 902  
 New York, NY 10001  
[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)*