



Position: House Manager
Location: Bronx, NY
Reports to: Manager of Building Operations
Hours: Part Time/ 20 hours per week; Mon – Fri 8am -12noon

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 400 units of supportive housing including 8 residences in the Bronx and Harlem, 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 of Buildings 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.
- Distribute mail correspondences in the appropriate mail slot.
- Provide crisis intervention when necessary.
- Administer Narcan Nasal Spray to residents during a medical emergency.
- Responsible for reporting and electronically document all incidents on site.
- Monitor and visually verify that clients are safe by conducting wellness checks in accordance with Directors and Case Manager's directive and client request(s).
- Monitor and log client/visitor activity in logbook.
- Provide support to Loring Place tenants when lockouts occur by providing access to their room.
- Maintain compliance with fire safety codes.
- Maintain the residence secure 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 first year of employment)

- Basic computer skills knowledge required.
- Ability to communicate clearly and concisely both verbally and in writing.
- Other duties as assigned.
- Candidate has at least one years of experience working with individuals in with substance abuse history.
- An understanding of working with individuals who have experienced homelessness and substance use.

COVID Guidelines:

The Jericho Project is committed to ensuring the safety of its staff, interns, vendors and clients. As per the CDC guidelines' full compliance, all new/incoming staff are required to be fully vaccinated and possess the ability to provide documentation upon their 1st day of hire.

To be fully vaccinated means:

1. 2 weeks after their second dose in a 2-dose series such as: Pfizer or Moderna.
2. 2 weeks after a single-dose vaccine, such as: Johnson & Johnson's

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

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 – Loring Place**
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