



**Position:** Intake- Coordinator  
**Location:** Bronx, NY  
**Reports to:** Managing Director of Building Operations  
**Hours:** Full-time/40 hour per week, late evenings 7 some 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 38year old nonprofit serves over 2,5000 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and leading bold, innovative strategies to do the same for families and young adults.

Our program touch four cornerstone 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 specialist 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 through NYC.

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## About the Position

Under the direct supervision of the Managing Director of Building Operations, the Intake Coordinator will review and evaluate all applications to the congregate supportive housing programs to determine eligibility and intake. This position is responsible for reviewing, evaluating and verifying, intake information and assuring compliance with program eligibility guidelines. The intake coordinator will have experience in providing care to low income populations including those experiencing homelessness and the ability to work well with a diverse and multi-disciplinary team.

### **Responsibilities:**

- Review, evaluate and verify all client intake information including but not limited to household size, income, criminal history, and other related information to assure compliance with program eligibility guidelines, Low Income Housing Tax Credit (LIHTC) and government subsidies (HPD, NYHCA) etc.
- Coordinate and/or conduct group and individual intakes with Program Directors and Managers of Building Operations.
- Log, file and enter source documents and related data into client files, HMIS, CAPS, and other data capture systems.
- Generate eligibility and ineligibility letters to applicants as well as participant progress reports and letters.
- Respond to email, phone and mail inquiries as pertaining to housing eligibility and documentation.
- Liaison with government agencies such as HRA, DHS, VA, and other community groups for intake of potential clients.
- Prepare regular summary reports of vacancies and program rosters to assist programs in compiling information necessary to comply with county, state and federal requirements and audits.

- Participate in program, department and agency meetings and trainings as required, as well as inter-agency groups that provide assistance to individuals experiencing homelessness.
- Assist with sending rent invoices to tenant monthly.
- Maintain and execute confidential information to HIPPA standards.
- Attend staff trainings and department meeting as needed and other duties as assigned.

**Qualifications:**

- High School diploma required. Bachelor's degree preferred., plus a minimum of one year in the Human Service field is required.
- Strong documentation and organizational skills including electronic and hard copy documentation. Ability to work independently and as part of a team.
- Ability to manage effectively and coordinate multiple projects simultaneously in a high-pressure environment.
- Computer literacy a must. Experience with Appfolio is a plus.

**Compensation:**

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package including health insurance, dental insurance, retirement plan, and four weeks paid vacation.

**How to Apply:**

Interested applicants must submit a cover letter and resume to:

Human Resources Department  
Jericho Project  
Job Code: **Jericho – Intake Coordinator**

Email: [careers@jerichoproject.org](mailto:careers@jerichoproject.org)

No Telephone 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)