



<b>TITLE</b>	Assistant Director	<b>FLSA STATUS</b>	Exempt
<b>LOCATION</b>	New York, NY	<b>JOB TYPE</b>	Regular Full Time
<b>REPORTS TO</b>	Program Director	<b>DEPARTMENT</b>	SSVF – Priority 3

**ABOUT THE POSITION:**

This position will help develop and successfully implement quality assurance, program management, veteran and military affairs, team building, housing placement, and supervision.

**RESPONSIBILITIES:**

- Supervise, team-build, coach, train, support, and evaluate case managers, housing specialist, and outreach specialist.
- This person will have responsibility for the overall quality of services provided to the veterans including liaising with the Department of Homeless Services, Human Resources Administration, Department of Veterans Affairs, referral sources, and local community groups.
- They will provide case oversight to ensure quality service delivery. The position also reviews all financial assistance requests before Program Director.
- Develop staff’s competencies in client engagement, case management, assessment, service plans, crisis intervention, housing placement and referral resources.
- Ensure accuracy of and timely completion of required case documentation.
- Ensure housing stability plans and goals are implemented as written and updated monthly as needed.
- Review and audit case records that are entered into Jericho Project’s electronic case management system to ensure adherence to documentation and data standards, along with eligibility requirements.
- Work collaboratively with the Assistant Director of SOAR/Benefits to oversee the assessment and procurement of benefits and entitlements for SSVF participants.
- Participate in the intake and orientation process of new program participants.
- Cooperate with other community organizations and stakeholders in the development of long-term plans for Veterans. Develop and maintain positive relationships with Department of Homeless Services, Human Resources Administration, Department of Veterans Affairs, other SSVF grantees, nonprofit partners, and local community groups to coordinate referrals and service delivery.
- Expertise in evidence based practices such as Motivational Interviewing, Critical Time Intervention, and Harm Reduction. Ensure staff are implementing these practices to enhance their engagement and intervention techniques.
- Provide crisis intervention as needed.
- Participate in programming/ supervision, case conferences, staff meetings, management team meetings, and training.
- Ensure assigned staff’s compliance with agency time and attendance policy. Enter staff edits into timekeeping system as needed and approve timecards.
- Complete and maintain all required internal and external reports.

- Assist in the recruitment, selection, training and orientation of new employees.
- Participate in community initiatives to fulfill SSVF's mission of ending veteran homelessness.
- Carry out other duties as assigned by SSVF Program Director.

## **REQUIREMENTS**

- Must have a Master's degree in social work, mental health counseling, or psychology.
- Must have experience working in homelessness, substance abuse, mental health and/or trauma settings (supervisory and/or management experience preferred).
- Must possess superior leadership, critical thinking, written, and verbal skills.
- Must be able to work in a team oriented setting.
- Personable and able to work within a client/customer service framework.
- Proficient use of Microsoft Office Suite programs.
- Experience working with veterans/military preferred.

### **Compensation:**

**Salary Range: \$58,500K - \$62,000**

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: *Asst. Program Director, SSVF***

**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*