



Position: Floating House Manager/Porter Position
Location: Various
Reports to: Manager of Buildings Operations
Hours: Full-time/40 hour per week, with ability to be on-call; Evenings/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 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 550 units of supportive housing including 8 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

About the Position

The House Manager/Porter will be responsible for the overall security and daily upkeep of the site and assist with clerical duties. He/She will be assigned to work at multiple sites across the agency. On the days that House Manager Coverage is not needed, they will act as a floating porter and be assigned to assist the maintenance team at the several Jericho sites.

House Manger Responsibilities:

- Secure and maintain the safety of the tenants and the facility.
- Provide crisis intervention when necessary.
- Responsible for reporting and electronically documenting all incidents on site.
- Assist with filing, rent collection, time & leave calendars and timesheet collection.
- Monitor and visually verify that clients are safe by conducting room checks in accordance with Directors and Case Manager's directive and client request(s).
- Monitor client/visitor activity.
- Maintaining compliance with fire safety codes.
- Work with Building Operations Manager to assist tenant to meet terms of their lease including timely payment of rent.
- Periodically attend house meetings, case conferences, and staff meetings.
- Maintaining security by conducting floor checks at the beginning of every shift.
- Other duties as assigned.

Porter Responsibilities

- Sweep and mops lobby, hallways and stairs as needed.
- Removes snow and ice as needed. Cleans sidewalk 18 inches into the street.
- Cleans bathrooms and common areas.

- Empties office trash; cleans compactor rooms at the end of each day and cleans, washes down compactor chute doors daily from the roof down depending on sites' requirements.
- Puts garbage on the sidewalk/curb in accordance with DOS pickup schedule.
- Cleans front, rear and side yards.
- Keeps roofs and drains clean.
- Cleans windows, glass entrance doors, windowsills and radiators daily.

Requirements:

- 1-year customer service and porter experience required.
- Fire Guard Certification required. (Must obtain within first year of employment)
- Basic computer skills knowledge required.
- Language Ability- Ability to read, write and interpret the English language. Able to respond to common inquiries or complaints from residents.
- Candidate has at least one year of experience working with individuals in with substance abuse history.
- An understanding of working with individuals who have experienced homelessness and substance use.
- Must be able to lift 50 or more pounds.
- Adapts to changes in working environment; able to deal with change, delays, or unexpected events.

Compensation:

The salary range for this position is **\$32,500.00 to \$34,320.00** annualized. 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/Porter – Various**
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