



Position: Assistant Program Director – Kingsbridge Terrace
Location: Bronx, NY
Reports to: Program Director
Hours: Full-time, 40 hours per week, some 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 40-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 and Harlem, as well as scatter-site apartments throughout NYC.

About the Position

Jericho Project is seeking a full time Assistant Program Director for Kingsbridge Terrace Veteran's Residence. The ideal candidate will have experience in working with formerly homeless Veterans, quality assurance, program management, housing placement and supervision. The Assistant Program Director will also provide direct case management services to a reduced caseload.

Responsibilities:

- Provide overall quality assurance management for the Kingsbridge Terrace Veteran's Residence Program and oversee all staff regarding data quality.
- Review and audit case records that are entered into the electronic case management system to ensure adherence to documentation and data standards, along with eligibility requirements.
- Work closely with the Program Director to ensure all staff are accurately entering data and all charts are complete with required supporting documentation.
- Assist in the recruitment, selection, training, and orientation of new employees.
- Assist in maintaining liaison with property management team regarding apartment inspections and tenant's adherence to their leases.
- Assist Program Director to ensure staff's compliance with agency time and attendance policy. Enter staff edits into timekeeping system and approve timecards if the Program Director is not available.
- Assist Program Director with coordinating clinical care management and psychosocial services all Veterans
- Work with property management team to assist tenant to meet terms of their lease including timely payments of rent and avoidance of any nuisance behaviors.
- Collaborate with Workforce Opportunities on creating individualized serviced plans addressing the Veteran's goals.
- Collaborate with Peer Mentors on development of life and independent living skills.
- Monitor Veterans' progress and regress as associate with goals identified in service plan.

- Conduct regular community resource development in order to enhance and expand program linkages.
- Provide referrals, advocacy and linkages to public benefits including but not limited to healthcare, SNAP, SSI/SSDI, and public assistance.
- Provide crisis intervention as needed.
- Utilize electronic case management system in order to maintain accurate and up-to-date client files.
- Comply with charting requirements and data collection as mandated by funding sources.
- Utilize trauma informed interventions and culturally responsive engagement techniques in order to provide holistic program services.
- Provide administrative coverage in the absence of Program Director
- Attend trainings as requested by program leadership.
- Carry out other duties as assigned by program leadership

Requirements:

- A Bachelor's degree in human services or related field; Master's degree preferred.
- Applicants who are veterans are strongly preferred.
- Must possess strong organizational, writing, communication, and computer skills.
- Candidates must be self-starters with the skills and energy to work within the community.
- Experience working with veterans a plus.
- Ability to manage multiple projects and delegate tasks as needed
- Familiarity with Harm Reduction Model, Housing First Approach and Motivational Interviewing.
- Candidate must possess superior written and verbal skills
- Bilingual Spanish/English, preferred.

Compensation:

The salary range for this position is **\$60,000.00** to **\$63,000.00** 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: **Assistant Program Director – Kingsbridge Terrace**
 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