



**Position:** Part Time Residential Aide, Fordham Village  
**Location:** Bronx, NY  
**Reports to:** Program Director  
**Hours:** Part-time/20 hour per week, some evenings/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 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 9 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

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### **About the Position**

Jericho Project is seeking an enthusiastic and driven Residential Aide. The candidate should provide services with an awareness of, sensitivity to, and respect for diversity of culture, ethnicity, gender identity, physical and mental abilities, sexual orientation, race, and spirituality or religion. This position will be responsible for engaging and interacting with all Fordham Village Veterans providing extra support for the stability and growth of Fordham Village tenants. This position is the bridge between the tenants and clinical team.

#### **Responsibilities:**

- Working with the clinical team to identify tenants who are in need of extra support.
- Provide a daily report of information and alerts for the day's shift.
- Participate in groups and events held at the building or offsite and encourage and support tenants in their involvement in those activities.
- Provide support to Operations department with wellness checks and engagement with Veterans.
- Collaborate with Program Director, Case Managers, Peer Mentor and Career Counselor for the continued development, motivation, and mentorship of program participants.
- Conduct general assessments with the ability to call 911 and/or a supervisor for support.
- Participate in staff meetings and trainings.
- Actively assist and participate in all program activities and special events as needed including attending community meeting and keeping minutes of topics discussed as per DOHMH standards.
- Maintain accurate and up-to-date client files for activities performed.
- Ensure data is accurate and complete and that all required accompanying documentation is collected.
- Provide crisis intervention as needed.
- Ensure compliance with organizational and funder regulations and documentation.
- Provide all services in a manner that respects cultural differences amongst tenants.
- Carry out other duties as assigned by program leadership

**Requirements:**

- High School diploma required. Associate or Bachelor's degree preferred but will consider extensive experience in lieu of education.
- CASAC credentials preferred.
- Experience working in homelessness, substance abuse, mental health and/or trauma settings preferred.
- Candidates must be a self-starter with the skills and energy to work with Veterans.
- Must possess strong organizational, writing and computer skills.
- Must have strong engagement and interpersonal skills.
- The successful applicant will have to complete a background check.
- Experience working with veterans a plus.
- Bilingual a plus

**Compensation:**

The salary range for this position is **\$17.50 per hour**. Jericho Project offers a comprehensive benefits package. This is a part time position.

**How to Apply:**

Interested applicants must submit a resume and cover letter with salary requirements to:

Human Resources Department  
Jericho Project  
Job Code: **Part Time Residential Aide – Fordham Village**  
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](http://www.jerichoproject.org)