



**Position:** **Housing Retention Specialist**  
**Housing Retention and Stabilization Services**  
**Reports to:** Program Director, Community Supportive Services  
**Hours:** FT, 40 hours/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 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 veteran's 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 stability through a foundation of housing and supportive services provided by expert program specialists and case managers.

Jericho's programs include 550 units of supportive housing including 9 residences in the Bronx and Harlem; Housing access and retention programs citywide (Rapid Rehousing, Supportive Services for Veteran Families), housing stabilization services in the Bronx (Homebase), and robust job training and placement services (Workforce Opportunities Program, WfO).

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### **About the Position**

Jericho Project is seeking a full time Housing Retention Specialist who will work with formerly homeless households to provide enhanced case management services with the goal of preventing homelessness and ensuring housing stability. This position is a one year contract.

#### **Responsibilities:**

- Provide enhanced case management services in the office and via home visits using evidence based practices such as Critical Time Intervention and Motivational Interviewing;
- Conduct assessments and program intakes for households within two weeks of move-in;
- Develop and update service plans to assist households to maintain permanent housing;
- Identify household's strengths, needs, abilities, and preferences;
- Utilize trauma informed interventions and culturally responsive engagement techniques to assist households with overcoming barriers to housing stability;
- Serve as a liaison between households and community providers;

- Maintain and refer to a network of resources and contacts that will further housing stability plans;
- Identify and make referrals to community resources including but not limited to preventive services, long-term case management programs, benefits assistance, mental and physical healthcare, pantries, hospitals;
- Provide referrals, advocacy, and linkages to public benefits including but not limited to healthcare, SNAP, SSI/SSDI, and public assistance;
- Assist with household budgeting and provide referrals for financial counseling as needed;
- Ensure data is accurate and complete and that all required accompanying documentation is collected;
- Coordinate with Jericho's Workforce Opportunities department to link households to employment and educational assistance;
- Mediate household and/or landlord-tenant disputes that threaten housing stability;
- Provide crisis intervention as needed;
- Facilitate on site recreation activities with children of assigned households;
- Maintain accurate and up-to-date client files;
- Develop and maintain positive relationships with landlord and property management
- Follow documentation requirements as assigned by program leadership;
- Carry out other duties as assigned by program leadership.

**Requirements:**

- A Bachelor's Degree in Social Work or a related field is required.
- Candidate should have at least 2 years of experience working with families and knowledge of the DHS shelter system.
- Candidate must possess superior written and verbal skills.
- Must be computer literate.
- Bilingual – Spanish/English, a plus.

**Compensation:**

The salary range for this position is **\$48,000.00** annualized. Jericho Project offers a comprehensive benefits package.

### **COVID Guidelines:**

The Jericho Project is committed to ensuring the safety of its staff, interns, vendors and clients. As per the CDC guidelines' full compliance, all new/incoming staff are required to be fully vaccinated and possess the ability to provide documentation upon their 1st day of hire.

To be fully vaccinated means:

1. 2 weeks after their second dose in a 2-dose series such as: Pfizer or Moderna.
2. 2 weeks after a single-dose vaccine, such as: Johnson & Johnson's

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

We grant accommodations according to the law.

### **How to Apply:**

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

Human Resources Department  
Jericho Project  
Job Code: **Housing Retention Specialist**  
245 West 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*