



**Position:** Assistant Healthcare Coordinator  
**Location:** Bronx, NY  
**Reports to:** Healthcare Coordinator  
**Hours:** Full-time, 40 hours per week

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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 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.

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### **About the Position**

Jericho Project is seeking an individual that enjoys being creative and is passionate about working with vulnerable populations. This role will allow you to design trainings as well as education models for both Jericho staff and tenant populations. The goal of these trainings will be to reduce unnecessary in-patient hospitalizations as well as emergency room use, provide support to on-site staff on best practice for a variety of healthcare needs, including mental health, and to provide the tenant with the opportunity to learn how to independently manage their healthcare needs.

#### **Responsibilities:**

- Develop, and monitor healthcare related metrics within 4 sites.
- Review in-patient and ED discharge instructions to create a follow-up care plan for the tenant.
- Collaborate with Case Managers to create individual healthcare service plans for tenants, including medical and mental health needs.
- Coordinate Vaccination and Flu Clinics within 4 sites.
- Assist in planning and executing quarterly Healthy Jericho Events.
- Design a program to monitor tenant Health Insurance status.
- Create group trainings for Case Conferences/Team Meetings regarding best practice for both medical and mental health issues.
- Consult with staff regarding best practice for substance abuse disorders.
- Provide education on trauma informed care as well as harm reduction.
- Consult with individual tenants as well as staff regarding healthcare concerns.
- Assist with pillboxes and vital signs as needed.

- Develop collaborative relationships with healthcare settings to improve the referral process and patient care communications.

**Requirements:**

- Candidate must possess one of the following licenses: PA, RN, MSW, LMSW or a Public Health Degree.
- LPN license preferred.
- Medical degree (including foreign medical degree).
- 1-2 years of experience.
- Experience with LGBTQ populations is preferred.
- Candidate must possess superior written and verbal skills.
- Candidate must be well-organized and possess multi-tasking skills.
- Candidate must have a knowledge of medical terminology.
- Bilingual Spanish/English is a plus.
- Experience working with Veterans is a plus.

**Compensation:**

The salary range for this position is **\$60,000.00 to \$65,000.00 annualized along with a \$2,000 sign on Bonus**. 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>

**How to Apply:**

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

Human Resources Department  
Jericho Project  
Job Code: **Assistant Healthcare Coordinator**  
245 W. 29<sup>th</sup> Street, Suite 902  
New York, NY 10001 Fax  
646.624.2301  
careers@jerichoproject.or  
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**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)*