



Position: Managing Program Director - Homebase
Location: New York, NY
Reports to: Chief Program Officer
Hours: Full-time, Exempt. 40 hours per week, some evenings /weekends

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

The Managing Program Director (MPD) will be responsible for the overall development and daily operations of assigned programs. They will be accountable for the supervision of staff and ensure programs run smoothly.

Responsibilities:

- The MPD will be responsible for clinical and administrative supervision of Program Directors and the programs they oversee, as assigned.
- Provide clinical supervision/consultation, including conducting/participating in case conferences, reviewing charts, and crisis intervention.
- Provide direction, motivation, training, and support to program teams through group and individual meetings.
- Be available (in person and/or by phone) for emergency consultation and communication on an "on-call" basis.
- Work with staff to compile accurate and timely reports to both internal and external stakeholders.
- Conduct regular and comprehensive evaluations of all programs to track effectiveness and identify needed changes.
- Develop systems for tracking and monitoring all program deliverables through data driven performance management approaches.
- Collaborate with Jericho's Government Contracts and Quality Assurance Manager to ensure compliance with all governmental contracts and institutional targets.
- Manage spending; revenue, and financial management, ensuring services operate within budgets and contractual guidelines.
- Manage provision of services to ensure quality and integration with other Jericho Project programs and services.

- Participate in the planning, implementation, and evaluation of all Jericho Project programs and services.
- Assist with the Jericho Project events and perform other duties that facilitate the delivery of programmatic services for all Jericho Residents and former service recipients.
- Network with various social service organizations to work on specified goals to serve supportive housing residents and graduates.
- Participate in Program Directors meetings to develop and evaluate program services.
- Develop system of peer or team coverage during planned (or extended) absences from work.
- Promote Jericho Project on social media outlets.
- Work with the DevComm department to enhance philanthropy efforts increasing donations/funds received.
- MPD is regularly required to, type, use hands and fingers, reach with hands and arm. The MPD is regularly required to walk, ascend and descend stairs, stoop, and kneel. The MPD is often required to spend up to six (6) hours sitting at a desk during a normal eight (8) hour shift. Occasionally the MPD is required to lift items less than 5 pounds. The MPD is regularly required to move throughout the facility while carrying out job duties.
- Take on additional special projects as requested.

Requirements:

- Master's Degree in relevant Social Service discipline. (MSW or other Human Service Degree is Preferred).
- Demonstrated passion for working with vulnerable populations.
- 5+ years' experience working with special needs populations, including homeless individuals and families, individuals with substance abuse disorders, and veterans in transition. Must have familiarity with DOHMH standards.
- 3+ years' experience of leadership and staff supervision.
- Proven track record in program evaluation and administration in a non-profit setting.
- Excellent organizational and computer skills.
- Be self-motivated, creative, and able to work independently and as a team.

Compensation:

The salary range for this position is **\$100,000.00 to \$110,000.00 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 resume and cover letter with salary requirements to:

Human Resources Department
Jericho Project
Job Code: **Managing Program Director**
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