



**Position:** Per Diem House Manager  
**Location:** Floating (Bronx and Manhattan)  
**Reports to:** Manager of Building Operations  
**Hours:** Part-time/Per Diem – Various/Flexible hours based on available shifts at 9 buildings and applicant needs

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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 9 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

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### **About the Position**

The House Manager reports to the Manager of Buildings Operations and is responsible for the overall security of the site and assistance with clerical duties.

#### **Responsibilities:**

- Secure and maintain the safety of the tenants and the facility.
- Provide crisis intervention when necessary.
- Employees are expected to check their work email daily.
- Responsible for reporting and electronically documenting all incidents on site.
- Assume responsibility for the overall running of the facility during the absence of full time staff.
- Assist with filing, rent collection, time & leave calendars and timesheet collection.
- Monitor and visually verify that clients are safe by conducting room checks in accordance with
- Directors and Case Managers directives and client request(s).
- Monitor client/visitor activity.
- Ensure that all residents respond to fire alarms.
- Maintain compliance with fire safety codes.
- Maintain security by conducting floor checks hourly.
- Periodically attend house meetings, case conferences, and staff meetings.
- Other duties as assigned.
- This is a part time per-diem position based on the business' needs and the applicant's own needs. There is flexibility in the hours given and we will try to accommodate the requested hours if possible.

**Requirements:**

- High School diploma highly preferred.
- 1 year customer service experience required.
- Fire Guard Certification required. Must be willing to take certification course as a condition of employment.
- Basic computer skills knowledge required.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to use judgment and make sensible, practical and concise decisions in an emergency situation

**Compensation:**

The hourly pay for this position is **\$17.50 an hour**.

**How to Apply:**

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

Human Resources Department  
Jericho Project  
Job Code: **House Manager – Per Diem**  
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)*