



Position: Director of Training
Location: New York, NY
Reports to: Managing Program Director
Hours: Full-time, 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

Jericho Project is seeking a data driven enthusiastic Director of Training. The incumbent will be responsible for developing and implementing (with some facilitation of trainings) an agency wide training curriculum. The selected individual will also be responsible for creating training packets to market to outside providers.

Responsibilities:

- Develop systems for tracking and monitoring all training outcomes through data driven performance management approaches, such as surveys etc. Analyze data and share outcomes with Senior Leadership.
- In conjunction with program staff provide clinical support and crisis intervention when needed.
- In collaboration with program staff identify training needs then develop and implement said trainings.
- Keep abreast of emerging/evolving evidenced based practices by attending in person and/or virtual conferences, training courses etc.
- In collaboration with the Director of Government Contracts and Quality Assurance keep abreast of all Jericho Project and funder policy changes and ensure all staff are made aware/trained in these areas.
- In collaboration with the Director of Government Contracts and Quality Assurance keep abreast of CARF requirements and ensure all staff and trained in these areas.
- Conduct in-person and/or virtual trainings as needed. Provide all training in a manner which respects cultural differences amongst attendees.
- Coordinate the scheduling of all Jericho Project staff attending required trainings on Relias or with another provider.

- Develop a training curriculum for all Jericho Project staff. Ensure 100% compliance, follow up with MPD's and CPO/COO when compliance is under agency standard.
- Develop and implement training packages to market to outside providers.
- Develop relationships with local PCT's and other providers (clinics, hospitals etc.) to facilitate trainings on Jericho programming and the populations served.
- Facilitate observation sessions with staff to determine competency in topics (Harm Reduction, Housing First etc.) they were trained in.
- Facilitate the Jericho Project Training Committee.
- Assists in training of new employees; ensuring all staff are well versed in evidence based practices including but not limited to, Critical Time Intervention, Motivational Interviewing, Harm Reduction, Trauma Informed Care, and Housing First.
- Represent (in person and/or virtual) Jericho Project at conferences, meetings, and presentations.
- Perform any agency-related duties or special projects as directed by senior staff.

Requirements:

- Must have a Master's degree in Social Work, mental health counseling, or psychology; licensed clinicians preferred.
- Must have experience working in homelessness, substance abuse, mental health and/or trauma settings (supervisory and/or management experience required).
- Excellent written and verbal skills.
- Must be able to work in a team oriented setting.
- Proficient multi-tasking skills.
- Familiarity with AWARDS and Relias preferred.
- Proficient use of Microsoft Office Suite programs.
- Director of Training is regularly required to, type, use hands and fingers, reach with hands and arm. The Director of Training is regularly required to walk, stoop, and kneel. The Director of Training is often required to spend up to six (6) hours sitting at a desk during a normal eight (8) hour shift. Occasionally the Director of Training is required to lift items less than 5 pounds. The Director of Training is regularly required to move between the offices, programs and the community.

Compensation:

The salary range for this position is **\$87,000.00 to \$90,000.00 annualized**. Jericho Project offers a comprehensive benefits package. Employees are eligible for a merit increase annually. Merit increases are based on the employee's performance during the prior year.

How to Apply:

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

Human Resources Department
Jericho
Project
Job Code: **Director of Training**
245 W. 29th Street, Suite 902
New York, NY
10001
Fax
646.624.2301

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