



Position: Senior Director of Housing Access, SSVF
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

The Senior Director of Housing Access is part of the Jericho Project leadership team. This position supervises a set of programs components which provides critical services and support to tenants/participants of the Jericho Project housing access programs RRH, SSVF, light touch program Marine Terrace and future Housing Access programs. The goal in every program is to assist tenants/participants with living in the community as independently as possible.

KEY Essential Functions:

PROGRAM SUPERVISION

- Supports Managing Program Director with overall clinical, operational and fiscal oversight of all Housing Access programs.
- Works alongside Program Director(s) whose primary responsibility is the execution of programs.
- Assists programs in utilizing established, effective interventions to achieve defined, meaningful outcomes.
- Provide leadership and vision to assist programs and its leaders in achieving goals; continually improving performance and meeting challenges proactively and effectively.
- Conduct internal audits on Housing Access participant cases including chart reviews quarterly.
- Ensures programmatic systems are in place to meet all tenant/participant safety and service needs.
- Ensures appropriate training and supervision is provided to all staff; develops and provides training.
- Works with Managing Program Director to develop and implement new programs, projects and initiatives.

- Be ready and willing to assist in managing and responding to urgent situations and tenant/participant crises. (Field work may be required)
- Provides vision and execution of service delivery which meets the emerging needs of tenants/participants in a shifting social service environment.

ADMINISTRATIVE OVERSIGHT

- Works with Director of Government Contracts and Quality Assurance to ensure service delivery and program operations are in compliance with regulatory/funder/agency requirements and standards.
- Ensures development and adherence to program budgets, and assists in maintaining programs' fiscal viability.
- Collaborates with Program Directors and other Jericho Project programs/departments to solve problems/issues.
- Utilizes data to inform planning, service delivery and overall management.
- Participates in agency and external committees. Participates in initiatives and coalitions both internally and externally.
- Works collaboratively with Executive Leadership.
- Provides leadership and coaching to staff including the development of talent.
- Ensures that quality of care and high clinical standards are met (as evidenced by independent program reviews, positive tenant/participant outcomes and low numbers of significant events).
- Acts as a strong steward of agency resources as evidenced by programs meeting productivity.
- Knowledge and/or experience with serving the chronically mentally ill, young adults and/or Veteran population.
- Excellent track record as a supervisor, ability to motivate staff, cultivate teams, and retain employees.
- Must possess strong verbal and written communication skills
- Interest in and/or understanding of how to translate the challenges of the work into policy and advocacy agendas.
- A problem-solving orientation, resourcefulness, resilience
- Ability to travel to visit programs.
- Assist with Jericho Project events and perform other duties which facilitate the delivery of programmatic services for all Jericho tenants/participants and former service recipients.
- Promote Jericho Project on social media outlets, in person, etc.
- Take on additional special projects as requested by Managing Program Director.

Requirements:

- Master's Degree in relevant discipline. (MSW, MPA, MBA or other Human Service Degree is Preferred).
- Demonstrated passion for working with vulnerable populations.
- 2+ years' experience working with vulnerable populations, including homeless individuals and families, individuals with substance abuse disorders, and veterans in transition.
- 1-2 years' experience demonstrating proficiency in handling financial data, budgeting and program data analytics.
- 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.
- Senior Director of Housing Access (SD) is regularly required to, type, use hands and fingers, reach with hands and arm. The SD is regularly required to walk, ascend and descent stairs, stoop, and kneel. The SD is often required to spend up to six (6) hours sitting at a desk during a normal eight (8) hour shift. Occasionally the SD is required to lift items less than 5 pounds. The SD is regularly required to move between the office and NYC while carrying out job duties.

Compensation:

The salary range for this position is **\$75,000.00 to \$80,000.00 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: **Senior Director of Housing Access**
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