



**Position:** House Manager  
**Location:** Varies  
**Reports to:** Manager of Buildings Operations – West Tremont  
**Hours:** Full-time/40 hour per week, with ability to be on-call; occasional Evenings/weekends may be required.

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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.

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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:**

- Securing and maintaining the safety of the tenants and the facility.
- Provide crisis intervention when necessary.
- Responsible for reporting and electronically documenting all incidents on site.
- 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 Manager's directive and client request(s)
- Monitor client/visitor activity.
- Maintaining compliance with fire safety codes.
- Work with Building Operations Manager to assist tenant to meet terms of their lease including timely payment of rent.
- Maintaining security by conducting floor checks at the beginning of every shift.
- Periodically attend house meetings, case conferences, and staff meetings.
- Light porter duties as needed such as sweeping front of building, removing garbage, cleaning windows, and mopping.
- Other duties as assigned.

**Requirements:**

- 1-year customer service experience required.
- Fire Guard Certification required. (Must obtain within first year of employment)
- Basic computer skills knowledge required.
- Ability to communicate clearly and concisely both verbally and in writing.
- Other duties as assigned.
- Candidate has at least one years of experience working with individuals in with substance abuse history.
- An understanding of working with individuals who have experienced homelessness and substance use.

**Compensation:**

The salary range for this position is **\$36,400.00 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 cover letter and with salary requirements to:

Human Resources Department  
Jericho Project  
Job Code: **House Manager – West Tremont**  
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)