



**Position:** Program Director - URRH  
**Location:** New York, NY  
**Reports to:** Deputy Chief of Housing Access  
**Hours:** Full-time, 40 hours per week, some evenings /weekends

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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 41-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 600 units of supportive housing including 8 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

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### **About the Position**

This position will directly oversee all program aspect of the Unsheltered Rapid Rehousing Program (URRH), including direct supervision of the Assistant Program Directors (APD), Sr. Client Engagement Specialist, and Program Specialist. The PD should have an interdependent approach to human services, homeless services, veteran and military affairs, LGBTQ issues, team building, clinical work, and casework.

### **Responsibilities:**

- Responsible for overall management of the URRH program, a new intervention for young adults. This includes program development, implementation, coordination, evaluation, quality assurance, compliance, identifying knowledge gaps, forecasting problems, and presenting solutions.
- Ensure staff meet URRH program deliverables in regards to case management, data quality, housing placement, and compliance with HUD financial guidelines.
- Ensure that URRH meets its target to serve 60 NYC homeless households as defined by HUD's standards and meet specific population targets for literally homeless.
- Develop systems for tracking and monitoring all program deliverables through data driven performance management approaches.
- Supervise and provide clinical support and crisis intervention to URRH team including managerial level staff. Ensure all staff receive at a minimum, bi-weekly individual supervision and monthly group supervision in the form of staff meetings, management meetings, and case conferences.
- Provide trauma-informed supervision to the Sr. Client Engagement Specialists helping them to refine their role and integrate the participants' perspective in programming.
- Provide case management team with the clinical support needed to engage and enroll participants while also meeting Housing First standards.

- Work collaboratively with the Workforce Opportunities Program Director to provide oversight and support to career counselor and part-time employment specialist to ensure participants increase income through employment.
- Ensure outreach is conducted in order to guarantee enrollment targets are met while also supporting our participation in other community partnerships such as the CoC.
- Work collaboratively with the Finance team and Deputy Chief to make certain Jericho's URRH contract is meeting its financial targets and adhering to the HUD's URRH Guidelines.
- Assists in the recruitment, selection, training and orientation of new employees.
- Oversee the onboarding of new hires and ensuring the URRH Assistant Program Directors (APD) team supports the new hire to understand the electronic case management system and evidence based practices including Critical Time Intervention, Motivational Interviewing, Harm Reduction, Trauma Informed Care, Positive Youth Development, and Housing First.
- Oversees the APD's to ensure adequate and timely case documentation in AWARDS or other required case record system.
- Work closely with leaders in DHS, HRA, DVS, CoC, Point Source Youth, and the VA to ensure participants are linked to eligible community resources while also educating staff about resources available.
- Represent Jericho Project at conferences, meetings, and presentations as a leader with rapid rehousing to demonstrate the effectiveness of the program model.
- Participate as an active member of Jericho's Training Committee and other special initiatives to develop best practices.
- Maintain positive collaborations with Jericho's Subcontractors and partners in order to fulfill grant requirements and preserve established community partnerships.
- Responsible for URRH compliance to the agency time and attendance policy. Enter staff edits into timekeeping system as needed and approve timecards and activity logs.
- Ensure the program is in compliance with all HUD standards. Ensure bi-annual audits of case records occur.
- Oversee the completion and maintenance of all required internal and external reports and grant renewal applications.
- Build team morale to ensure staff retention.
- Perform any agency-related duties or special projects as directed by the Deputy Chief of Housing Access.

### **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).
- Must possess superior leadership, critical thinking, written and verbal skills.
- Must be able to work in a team oriented setting.
- Personable and able to work within a client/customer service framework.
- Refined and well-organized multi-tasking skills.
- Familiarity with AWARDS preferred.
- Proficient use of Microsoft Office Suite programs.
- Experience working with veterans/military/homeless youth preferred.

**Compensation:**

The salary range for this position is **\$80,000.00** to **\$85,000.00 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: **Program Director - URRH**

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)*