



**Position:** Outreach and Housing Coordinator, URRH  
**Location:** New York, NY  
**Reports to:** Program Director  
**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**

Jericho Project is seeking an experienced and enthusiastic Outreach and Housing Coordinator (OHC). This should be a driven and motivated self-starter with good interpersonal skills and experience working with the homeless population. This position will play a crucial role in developing the outreach strategy and objectives to ensure Jericho's Unsheltered Rapid Rehousing program (URRH) meet their goals. In addition to providing outreach, oversee/maintain community partnerships and coordinating/conducting intake assessments for the Unsheltered Rapid Rehousing program. The OC will oversee the Housing Specialist in developing and cultivating relationships with landlords and real estate brokers and other specific resources through engagement with community public and private agencies.

### **Responsibilities:**

- Serving as a 'face' of the Jericho's URRH program and every day offering insight, encouragement and daily recruitment of unsheltered households in need of supportive services.
- Helping to educate local unsheltered households about the URRH program and following up as needed with individual families.
- Provide regular and detailed feedback to URRH Program Director on progress and challenges in recruiting unsheltered households to seek assistance on ways to more effectively reach this population.
- Host sessions and speak at meetings with community partners to spread the word about benefits and eligibility of the URRH program.
- Serve as a liaison for unsheltered households with the each of the URRH program components and its benefits.
- Screen, interview, assess, and analyze unsheltered households' applicants for program eligibility.

- Communicate program eligibility and enrollment decision to unsheltered households.
- After initial screening and assessment of eligibility, refer eligible unsheltered households to Program Specialist for further screening.
- Participate in URRH program staff meetings.
- Develop and maintain the community linkages necessary to facilitate referrals.
- Maintain an effective working relationship with external community partners and maintain steady communication and rapport with the program staff.
- Efficiently compile, format and submit information regarding program outcomes to Program Director, Director of Gov't Contracts/QA and timely share information with other Jericho programs to meet reporting requirements.
- Actively assist and participate in all program activities and special events as needed.
- Maintain accurate and up-to-date participant files, collect data and write preliminary reports as needed.
- Provide supervision regarding housing placements to 3 Housing Specialists.
- Assist participants in completing landlord and property management housing applications, including helping to secure needed documentation and accompanying participants to housing briefings.
- Help to conduct housing assessments with new participants to explain housing rules and regulations and lease obligations, as well as housing quality standards and housing assistance policies.
- Maintain and input case notes in AWARDS to reflect services provided in a timely manner.
- Ensure housing specialist are accurately and efficiently inputting case notes in AWARDS.
- Review Temporary Financial Assistance (TFA) requests for RRH rental assistance.
- Other job-related duties as assigned by Program Director.

**Requirements:**

- Bachelor's degree in human services or a closely related field, and a minimum of two years of full time experience in supportive housing, social services or related field.
- 1-year experience in property management/ real-estate or experience locating housing for clients who have experienced homelessness is required.
- Supervisory/Leadership experience minimum 1-year experience.
- A self-starter with strong organizational, analytical, and problem solving skills.
- Ability to multi-task and find innovative ways to reach and effectively help others.
- Relentless dedication, high energy and flexibility
- Knowledge, skills and ability to assess unsheltered households needs for services.
- Ability to provide useful advice to URRH program management staff on new, more effective methods and language for outreach to unsheltered households in the NYC community.

- Demonstrated interpersonal flexibility, teamwork, customer service aptitude and excellent oral and written communication skills.
- Thorough knowledge of Microsoft Office applications and other office equipment.
- Good interpersonal skills, working well with others and interacting effectively as a team.
- Willing to participate actively in program and agency special events as needed, be cross-trainer and cross-train others in support of program objectives.
- Capable of reading, interpreting, and applying complex data collection guidelines and submitting timely reports effectively using required formats.
- Must be willing to travel throughout the NYC 5 boroughs and tristate area and have ability to frequently travel and work in the field. (Estimated 65% percent of travel required)
- Outreach and Housing Coordinator is regularly required to, type, use hands and fingers, reach with hands and arm. The Outreach and Housing Coordinator is regularly required to walk, stoop, and kneel. Outreach and Housing Coordinator is often required to spend up to six (6) hours sitting at a desk during a normal eight (8) hour shift. Occasionally the Outreach and Housing Coordinator is required to lift items less than 5 pounds. The Outreach and Housing Coordinator is regularly required to move throughout the facility while carrying out job duties.

**Compensation:**

The salary range for this position is **\$62,000.00 to \$65,000.00 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: **Outreach and Housing Coordinator - URRH**  
 245 W. 29th Street, Suite 902  
 New York, NY  
 10001  
 Fax 646.624.2301  
[careers@jerichoproject.org](mailto: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)*