



Position: Program Director, Jericho CARES
Location: Bronx/Brooklyn, NY
Reports to: Managing Program Director
Hours: Full-time, 40 hours per week, some evenings/weekends required

About Jericho Project

Inspired by the belief that transformation can occur in every individual, Jericho Project was founded in 1983 to help New York City address and end homelessness among single adults and families. Jericho Project steadfastly works to advance its mission by creating a community that inspires individual change, fosters sustainable independence, and motivates men and women to reach their greatest potential.

Jericho has grown from its genesis as a small housing program to a comprehensive agency providing over 600 units of supportive housing, as well as significant life-changing services to over 2,000 homeless and at-risk adults and children throughout New York City.

About the Position

The Program Director will be responsible for the overall development and daily operations of the site. They will be accountable for the supervision of all staff and ensure participants receive ongoing quality light touch case management services. The Program Director will also ensure charts and records are reviewed and audited frequently resulting in overall compliance. This person must have extensive experience serving individuals with mental illness and substance abuse histories; experience in a supportive housing setting is preferred. The individual must be a visionary leader who can inspire both staff and participants.

Responsibilities:

- Participate in hiring, training, supervising, and developing program team with a strong sense of accountability for achieving outcomes for participants.
- Using a person centered approach, ensure light touch case management services and assessments are rooted in evidence based models such as Motivational Interviewing, Critical Time Intervention and Harm Reduction. Must be knowledgeable of Trauma Informed Care practices. Ensure all services are provided in a manner which respects cultural differences amongst participants.
- Collaborate with Workforce Opportunities Staff to assist tenants in developing employment related goals, ensuring participants are receiving person centered services.
- Ensure overall compliance with organizational and funder regulations. Adhere to documentation requirements as assigned by leadership and funder.
- Facilitate Community Meetings and support the program in establishing partnerships with other providers in the community.
- In conjunction with staff, oversee the development and implementation of program services, including groups, community/tenant meetings, activities and celebrations, etc.... to meet participant and program needs.
- Utilize data to ensure program goals are met and to address trends (both positive and challenging).

- Provide written reports, as required, to Senior Management.
- Develop linkages with community organizations to support the work of the program.
- On-Call availability (in person and remotely) to participate in managing tenant emergencies. Provide crisis intervention as needed.
- Provide regular, ongoing supervision of staff as appropriate and facilitate staff meetings. Provide case management support to staff as needed.
- Work with Property Management staff to assist participant to meet terms of their lease including timely payment of rent and avoidance of any nuisance behaviors. Mediate landlord-tenant disputes that threaten housing stability.
- Assess serious incidents, review appropriateness of incident management and make corrections as needed.
- Participate in community initiatives to fulfil Jericho Project's mission to end homelessness.
- Conduct case conference to inform service provision as needed.
- Other duties as assigned by senior leadership.

Requirements:

- Master's Degree in Social Work, Human Services or related field required.
- At least five years' experience working in the fields of substance abuse, mental health, and/or homelessness.
- Must be computer literate
- Must have proven supervisory skills including at least three years supervisory experience.
- Must possess superior written and verbal skills.
- Understanding of Harm Reduction, Motivational Interviewing, Housing First & Supported Employment Modalities.
- Bilingual a plus
- Program Director is regularly required to, type, use hands and fingers, reach with hands and arm. The Program Director is regularly required to walk, ascent and descent stairs, stoop, and kneel. The Program Director is often required to spend up to six (6) hours sitting at a desk during a normal eight (8) hour shift. Occasionally the Program Director is required to lift items less than 5 pounds. The Program Director is regularly required to move throughout the NYC while carrying out job duties.

Compensation:

The salary range for this position is **\$80,000.00 to \$87,000.00 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.

This position comes with an \$8,000.00 sign on/retention bonus. \$4,000.00 will be paid upon successful completion of the introduction period and \$4,000.00 after successful completion of nine months of employment.

How to Apply:

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

Human Resources Department

Jericho Project

Job Code: **Program Director – Jericho Cares**

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