



Position: **Assistant Director – Anthony Ave**  
Location: Bronx, NY  
Reports to: Program Director  
Hours: Full-time, 40 hours per week, some evenings/weekends required

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### **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.

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### **About the Position**

Jericho Project is seeking a full time Assistant Director for Anthony Avenue, an 85-unit Permanent Supportive Housing program which will house 22 young adults, 28 single adults and 35 chronically homeless individuals. Candidates must have a history of working with young adult individuals with mental illnesses and substance abuse histories, experience serving individuals who identify as LGBTQ; experience in a supportive housing setting is preferred. The candidate should provide services with an awareness of, sensitivity to, and respect for diversity of culture, ethnicity, gender identity, physical and mental abilities, sexual orientation, race, and spirituality or religion. Potential candidates should have experience in quality assurance, program management, NYC shelter systems, team building, housing placement, and supervision.

### **Responsibilities:**

- Manage the daily operations of Jericho's Workforce Opportunities Program (WfO) in multiple Supportive and Affordable Housing programs.
- Provide overall quality assurance management for the Anthony Avenue program and oversee all staff in regards to data quality.
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- Deliver case management services, including assessment, development of service plans, and coordination of benefits, individual counseling, and daily living skills training to a small caseload of young adults.
- Review and audit case records that are entered into the electronic case management system to ensure adherence to documentation and data standards, along with eligibility requirements.
- Work closely with Program Director to ensure all staff are accurately entering data and all charts are complete with required supporting documentation.

- Assist the Program Director to ensure staff's compliance with agency time and attendance policy.
- Enter staff edits into timekeeping system and approve timecards if the Program Director is not available.
- Train new hires on the utilization of the electronic case management system.
- Perform data integrity checks for and work with Program Director to create plan to address any deficiencies or errors.
- Directly supervise four case managers.
- Work with Program Director to ensure Life Coaches meet data quality requirements and outcome goals for intakes, caseloads, and discharges
- Collaborate with Manager of Building Operations to ensure communication and joint planning strategies between Social Services and Property Management to assist tenants to retain housing through compliance with lease terms.
- Identify resources in the community for clients, such as preventive services, benefits assistance, mental and physical healthcare, financial counseling, pantries and hospitals in order to meet individualized service goals.
- Develop relationships with DHS shelter staff and HRA to ensure continuity of services;
- Complete and maintain all required internal and external reports.
- Assists in the recruitment, selection, training and orientation of new employees.
- Participate in programming/supervision, case conferences, staff meetings, management team meetings, and training.
- Will complete training in Motivational Interviewing and Positive Youth Development as assigned.
- Carry out other duties as assigned by Program Director.

**Requirements:**

- A Bachelor's degree in human services or related field with 3 years of human service delivery experience; Master's degree in Social Work, Psychology or related field preferred.
- Candidate must have at least three years' experience working with young adults or victims of trauma for populations such as people with substance abuse disorders, those with psychiatric illness or those who have experienced homelessness.
- Experience with LGBTQ population required
- Experience with de-escalation required.
- Ability to manage multiple projects and delegate task as needed.
- Supervisory and/or management experience preferred.
- Strong leadership skills required.
- Candidate must possess superior written and verbal skills.
- Candidate must be well-organized and possess multi-tasking skills
- Knowledge of HRA, Social Security, and other public benefits and entitlements.
- Bilingual Spanish/English a plus.
- The successful applicant will have to complete a background check.

**Compensation:**

The salary range for this position is **\$67,000.00 to \$70,000.00 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 candidates must submit a resume and cover letter with salary requirement to:

Human Resources Department  
Jericho Project  
Job Code: **Assistant Director – Anthony Ave**  
245 W. 29<sup>th</sup> 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)*