



**Position:** Case Manager - URRH  
**Location:** New York, NY  
**Reports to:** Assistant 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**

The Case Manager will be responsible for providing rapid re-housing services to unsheltered population in NYC. The Case Manager will carry a caseload of approximately 18-20 participants.

Case managers will be required to have frequent contact, but not limited to, weekly or monthly face-to-face meetings, home visits, telephone conversations, aftercare contacts and survey distribution, e-mail, and other electronic exchange with each participant on his or her caseload, depending on the need for services and post-placement support.

### **Responsibilities:**

- Utilize Motivational Interviewing, and Harm Reduction techniques to assist both veterans and young adults, singles and families who are homeless to resolve their housing crises and promote long-term housing stability.
- Conduct assessments and program intakes for individuals seeking rapid re-housing services. Ensure data is accurate and complete and that all required accompanying documentation is collected. Update case notes in electronic case management system in a timely manner;
- Participate in the intake and orientation process of new program participants;
- Provide direct case management services in the office and at field/home visits;
- Develop and update housing stability plans to assist participants to maintain permanent housing. Identify household's strengths, needs, abilities, and preferences, including increasing income and benefits;
- Assist with housing search and placement. Provide hands-on assistance to enable participant to find suitable housing, including accompanying participant to apartment viewings and conducting neighborhood research throughout NYC and surrounding areas. Advocate on behalf of the participants' with landlords and brokers to overcome

any issues or challenges to securing suitable housing. Work collaboratively with URRH housing specialist to identify suitable housing;

- Mediate household and/or landlord-tenant disputes that threaten housing stability. Serve as point-of-contact for landlords and maintain positive landlord relationships;
- Coordinate with Workforce Opportunities team to link participants to employment and educational assistance;
- Identify and make referrals to community resources including but not limited to preventive services, long-term case management programs, benefits assistance, SSI/SSDI, mental and physical healthcare, pantries, hospitals and Homebase to maintain stable housing;
- Refer participant to SSI/SSDI Outreach, Access & Recovery Initiative (SOAR) specialist to complete applications for SSI/SSDI, and follow up with progress towards obtaining benefits;
- Assist with household budgeting and provide referrals for financial counseling as needed;
- Conduct legal assessments and make referrals as needed;
- Assess participants' need for Financial Assistance and submit completed requests as needed;
- Conduct outreach and engagement to URRH participants;
- Provide crisis intervention as needed;
- Provide post-placement support and follow-up contacts;
- Utilize electronic case management system. Maintain accurate and up-to-date client files;
- Participate in community initiatives to fulfil Jericho Project's mission to end homelessness;
- Participate in case conferences, staff meetings, and training;
- Carry out other duties as assigned by Assistant Director, Program Director and/or Deputy Chief.

**Requirements:**

- Bachelor's degree in social services, human services or a closely related field.
- 0-6 months experience working in homelessness, substance abuse, mental health and/or trauma settings (preferred).
- 0-6 months experience working with veterans/military, young adults, or LGBTQ populations (preferred)
- Knowledge of NYC resources (preferred).
- Must possess strong organizational, writing, communication, and computer skills.
- This position includes fast paced case management and some field work.
- Candidates must be self-starters with the skills and energy to work with high need participants in the community.
- Strong engagement and interpersonal skills

**Compensation:**

The salary range for this position is **\$48,000.00** to **\$50,000.00 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: **Case Manager - 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)*