



Position: **Assistant Director – Anthony Ave**
Location: Bronx, NY
Reports to: 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

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:

- Directly supervise Case Managers and Life Coach.
- Deliver case management services, including assessment, development of service plans, coordination of benefits, individual counseling, and daily living skills training to a small caseload of young adults.
- Provide overall quality assurance management for the Anthony Avenue Young Adult program and oversee staff in regard to data quality.
- 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 with Program Director to ensure Case Managers and Life Coach meet data quality requirements and outcome goals for intakes, caseloads, and discharges.
- Work closely with the Program Director to ensure all staff are accurately entering data and all charts are complete with required supporting documentation.
- Provide guidance on creating goal attainment and positive outcomes by review progress notes, service plans and other documents.
- Provide assistance to program staff on developing and leading workshops, activities and support groups.

- Ensure that the overall needs of all residents are being met in a responsive, culturally competent and compassionate manner.
- Provide on-site Crisis Intervention and De-Escalation.
- Assist in the development of building a network of community partners.
- Compile receipts and Petty Cash Reconciliation for Program Director review and approval
- Assist Program Director with review and management of Budgets.
- Work as part of a team to plan and develop resident programs.
- 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 in the utilization of the electronic case management system.
- Train leaders at Jericho on assigned topics.
- Perform data integrity checks for and work with Program Director to create plan to address any deficiencies or errors.
- 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 other stakeholders to ensure continuity of services.
- Complete and maintain all required internal and external reports.
- Assist in the recruitment, selection, training and orientation of new employees.
- Participate in programming/supervision, case conferences, staff meetings, management team meetings, and training.
- The Assistant Director must be knowledgeable of the intake/discharge and social service process that governs supportive housing in order to provide coverage in the absence of the Program Director.
- Assume Program Director responsibilities in their absence.
- Carry out other duties as assigned by Program Director/Senior Leadership Team.

Requirements:

- A Bachelor's degree in human services or related field with three years of human service delivery experience is required; Master's degree in Social Work, Psychology or related field strongly preferred. Knowledge of start-up programming in a supported housing program 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 tasks as needed.
- At least two -three of Supervisory and/or management experience required.
- 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 payments.
- **Bilingual Spanish/English is required.**

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. 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