



Position: Service Coordinator, Marine Terrace
Location: Queens, NY
Reports to: Program Director
Hours: Full-time, 40 hours per week, some evenings /weekends

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.

About the Position

Marine Terrace is a 497-unit affordable housing community in Astoria, Queens, which includes 53 new units of housing for low-income and homeless veterans. Jericho Project has been contracted to primarily provide direct services to veterans as well as assist in resource development and service referrals for the 444 existing Marine Terrace households.

The Service Coordinator acts on behalf of Jericho Project in collaboration with the Property Manager (Related) and with the supervision of the Director of Veterans Outreach to develop and implement supportive services at the assigned development. Supervision is provided by the Director of Veterans Outreach.

Responsibilities:

- Develop and implement supportive service programming in collaboration with residents, management, and local community service providers.
- Maintain all necessary information regarding services to residents. Maintain appropriate level of documentation with veterans in AWARDS and a tracking log for general population tenants.
- Support resident efforts in community building initiatives.
- Attend all required meetings and prepare and participate in additional and/or special projects as required from time to time by Director Veterans Outreach.
- Develop resources within the community and city wide pertinent to needs of both the veteran and general community residents at Marine Terrace.
- Meet with community organizations to partner with available services, participate in external community meetings (i.e. Community Board meetings, Community based organization gatherings).
- Work with the Jericho Career Counselor to assist tenants in obtaining and maintaining employment.

- Create and distribute a survey identifying issues and interests of the MT tenant housing community, develop workshops/activities related to those identified interests.
- Provide life coaching function for veteran community and support services for entire community including assistance with benefits, tenant support, and referrals to community meetings.
- Conduct outreach and engagement with tenants, develop and maintain community meetings.
- Perform as primary referral source for services (medical, social services, employment opportunities, education, etc.). Maintain a referral log for veterans and other Marine Terrace residents.
- Develop and maintain database for referral for resident's seeking mainstream benefits and eviction prevention resources.
- Perform other functions as directed by Director Veterans Outreach.

Requirements:

- United States Veteran Preferred.
- High School diploma required; Associate or Bachelor's degree preferred.
- Must have at least 2 years' experience working in areas of homelessness and substance abuse.
- Candidate must possess superior written and verbal skills.
- Must be computer literate.
- Bilingual a plus.

Compensation:

The salary range for this position is **\$50,000.00 to \$55,000.00 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: **Service Coordinator, Marine Terrace**
 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