



**Position:** Assistant Director, Kingsbridge Terrace  
**Location:** Bronx, NY  
**Reports to:** Program Director  
**Hours:** FT, 40 hours per week, late evenings & some weekends required.

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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**

Jericho Project is seeking a full-time Assistant Director for Kingsbridge Terrace, a 76-unit Permanent Supportive Housing program that will primarily house Veterans. Candidates must have experience serving individuals who identify as LGBTQ and also have a history of working with young adult individuals with mental illnesses and substance abuse histories; experience in a supportive housing setting is preferred. A candidate with experience serving veterans is a plus. 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:**

- 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.
- 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.
- 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.
- 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.
- Work with Program Director to ensure case managers meet data quality requirements and outcome goals for intakes, caseloads, and discharges.

- 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.
- Carry out other duties as assigned by Program Director.

**Requirements:**

- A Master's degree in Social Work, Psychology or related field preferred.
- Candidate must have at least three years' experience working with adults or victims of trauma for populations such as people with substance abuse disorders, those with psychiatric illness or those who have experienced homelessness.
- Veteran experience a plus.
- 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 **\$63,000.00 to \$65,000.00 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 cover letter and with salary requirements to:

Human Resources Department  
 Jericho Project  
 Job Code: **Assistant Director, Kingsbridge Terrace**  
 245 W. 29<sup>th</sup> Street, Suite 902  
 New York, NY 10001  
 Fax 646.624.2301  
[careers@jerichoproject.org](mailto: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)*