



Position: Veteran Employment Resource Specialist
Location: New York, NY
Reports to: Program Coordinator, Veteran Employment Programs
Hours: Full-time, 40 hours per week, late evenings & some weekends required.

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 42-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

The Veteran Employment Resource Specialist (VERS) position at the Jericho Project provides essential support and resources to veterans, and their families. The primary goal of the VERS is to identify the employment-education, and other service needs of these individuals. This role involves developing a coordinated services plan tailored to the specific needs identified, connecting individuals with appropriate service providers, and offering ongoing care coordination support.

Responsibilities:

- Conduct outreach at local shelters, Veterans Administration (VA) hospitals and centers, community organizations, and colleges, housing courts, food pantries and other locations as directed by supervisor to identify low-income veterans and/or families who are either homeless or at imminent risk of homelessness.
- Join network of Veterans serving organizations and participate in their scheduled meetings.
- Serve as a member of JVEP team and participate in completing assessments.
- Responsible for conducting outreach and recruitment, promoting Jericho services, and enrolling Veterans in workforce development services annually.
- Assess eligibility of veterans and their families, enrollment eligible clients into the appropriate Jericho program.
- Assess social service and veterans' needs of clients; provide referrals as necessary, including referrals to job readiness classes, food stamps, Social Security, Medicaid, and Medical Assistance.
- Collaborate with staff and clients to provide vocational assessment for clients; assess employment history, education, skills, abilities, and potential barriers to employment
- Develop and conduct job readiness workshops for clients.
- Create and develop new employment workshops and classes based on needs and trends.

- Assist program participants individually for employment preparation as needed; edit draft resumes, assist with online job applications, perform mock interviews, and provide coaching on networking, self-marketing, professional communication, and more.
- Gather educational resources on Adult Basic Education, vocational training, literacy, and post-secondary education programs; collaborate with agencies that offer these services to make them available for clients; advocate for clients seeking outside services as appropriate.
- Refer clients to outside vocational and educational resources as necessary.
- Organize, maintain and escort veterans to appointments as needed.
- Organize and facilitate community building events for clients.
- Regularly attend biweekly program and WfO meetings.
- Maintain and annotate participant information in AWARDS. Provide participant engagement and outcomes reports as required.
- Other responsibilities as assigned and required by the emerging needs of programs and clients.

Requirements:

- Bachelor's degree required.
- Knowledge and experience in workforce development, as well as, service delivery to low-income families, in particular, Veterans strongly preferred.
- Knowledge of Educational/Employment services in a community-based setting.
- Must have excellent written and verbal communication skills and advanced computer literacy.
- Experience providing supported employment services to individuals with disabilities is preferred.
- Working knowledge of AWARDS is highly desirable.
- Knowledge and experience in the application of Motivational Interviewing and Person-centered planning preferred.
- Must be able to work and produce desired performance outcomes in a team environment, requiring high levels of collaboration, cooperation, and teamwork.
- Ability to travel throughout the five boroughs a must.

Compensation:

The salary range for this position is **\$53,000.00 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: **Veteran Employment Resource Specialist**
 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