



**Position:** Assistant Director, Logan Fountain  
**Location:** Brooklyn, 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 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.

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### **About the Position**

Jericho Project is seeking a full time Assistant Director for Logan Fountain a 105-unit Permanent Supportive Housing program. 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 use histories; experience in a supportive housing setting is required. A candidate with experience serving families is a plus. The candidate must 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 must have experience in quality assurance, program management, NYC shelter systems, team building, housing placement, and supervision.

The FLSA status of this position is **Exempt**.

#### **Responsibilities:**

- Provide overall quality assurance management for the program and oversee all staff in regards to data quality.
- Potential for service delivery 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.
- Work closely with Program Director to ensure all staff are accurately entering data and all charts are complete with required supporting documentation.
- Work with Program Director to ensure assigned staff meet data quality requirements and outcome goals for intakes, caseloads, and discharges.
- 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 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.
- Directly supervise assigned staff.
- Collaborate with Ownership to ensure communication and joint planning strategies between Social Services and Property Management. Ensure Case Managers 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.
- 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.
- Will complete training in Motivational Interviewing and Positive Youth Development as assigned.
- Carry out other duties as assigned by any assigned leader.

### **Requirements:**

- A Bachelor's degree in human services or related field with 3 years of human service delivery experience is required; Master's degree in Social Work, Psychology or related field preferred.
- Candidate must have at least three years' experience working with young adults or survivors of trauma for populations such as people with substance use 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 task as needed.
- 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 entitlements.
- Assistant Director is regularly required to, type, use hands and fingers, reach with hands and arm. The Assistant Director is regularly required to walk, ascend and descend stairs, stoop, and kneel. The Assistant Director is often required to spend up to six (6) hours sitting at a desk during a normal eight (8) hour shift. Occasionally The Assistant Director is required to lift items less than 5 pounds. The Assistant Director is regularly required to move throughout the facility/NYC while carrying out job duties.
- Bilingual (Spanish) preferred.

### **Compensation:**

The salary range for this position is **\$68,000 to \$70,000 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, Logan Fountain**

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)*