



Position: Case Aide
Location: Brooklyn, NY
Reports to: Program Director
Hours: Full Time, 40 hours/week including 1 weekend day

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

Jericho Project is seeking an enthusiastic and driven Case Aide. 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. This position will be responsible for engaging and interacting with all Logan Fountain Residents and providing extra support for the stability and growth of Logan Fountain tenants. This position is the bridge between the tenants and clinical team.

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

Responsibilities:

- Working with the clinical team to identify tenants who are in need of extra clinical and hands on support.
- Provide a daily report of information and alerts for the day's shift.
- Participate in groups and events held at the building or offsite and encourage and support tenants in their involvement in those activities.
- Provide support to security staff as needed.
- Collaborate with Program Director, Assistant Director and Career Counselor for the continued development, motivation, and mentorship of program participants.
- Conduct general assessments with the ability to call 911 and/or a supervisor for support.
- Will assist in the development and completion of a Resource Book by highlighting the needs of the tenants and suggesting the resources needed to support them
- Maintain an effective working relationship with external community partners and maintain steady communication and rapport with the program staff.
- Participate in staff meetings and trainings.
- Maintain accurate and up-to-date client files for activities performed.
- Ensure data is accurate and complete and that all required accompanying documentation is collected.
- Ensure compliance with organizational and funder regulations and documentation.
- Provide all services in a manner that respects cultural differences amongst residents.

➤ Carry out other duties as assigned by a supervisor

Requirements:

- High School diploma required. Associate or Bachelor's degree preferred but will consider extensive experience in lieu of education.
- Experience working in homelessness, substance use, mental health and/or trauma settings preferred.
- An understanding of the LGBTQ community and issues specific to the young adult population.
- Must possess strong organizational, writing and computer skills.
- Must have strong engagement and interpersonal skills.
- Case Aide is regularly required to, type, use hands and fingers, reach with hands and arm. Case Aide is regularly required to walk, ascend and descend stairs, stoop, and kneel. The Case Aide is often required to spend up to six (6) hours sitting at a desk during a normal eight (8) hour shift. Occasionally the Case Aide is required to lift items less than 5 pounds. The Case Aide is regularly required to move throughout the facility/NYC while carrying out job duties.
- The successful applicant will have to complete a background check.

Compensation:

The salary range for this position is **\$37,000 to \$39,000 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: **Case Aide, Logan Fountain**
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