



Position: Program Director – Scatter Site
Location: Bronx, NY
Reports to: Deputy Chief, Programs
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 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

Jericho Project is seeking an experienced and enthusiastic individual to join its team as a full-time Program Director with its Scatter Site Program. The Program Director is responsible for the overall program services and administration of the site. The Director ensures that the Agency's mission is carried out; that the Agency's policy and procedures are adhered to.

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

Responsibilities:

- Responsible for the overall quality of services provided to the residents.
- Responsible for program development, implementation, coordination and evaluation.
- Ensure that services are known, accessible to, and inclusive of all potential participants and that regular outreach is conducted.
- Oversee compliance with organizational and funding regulations and documentation.
- Develop or modify site policies and procedures as needed.
- Coordinate community resource development efforts.
- Provide regular supervision to supportive service staff.
- Collaborate with operations department on processing tenants and supporting environmental/housing resolution.
- Provide orientation for staff to Jericho Project mission, protocols, and procedures.
- Monitor and evaluate staff performance.
- Provide leadership and vision at the site.
- Attend Community Board Meetings.
- Responsible for new staff orientations regarding agency-wide and site-specific policies and procedures and charting requirements.

Requirements:

- A Master's Degree in Social Work preferred and four or more years working in the human service field.
- Experience working with individuals with substance abuse and mental health issues is also required.
- Must possess strong organizational writing and computer skills.
- Must have strong supervisory skills.
- Bilingual a plus.

Compensation:

The salary range for this position is **\$75,000.00 to \$80,000.00 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: **Program Director – Scatter Site**
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