



**Position:** Housing Specialist - SSVF  
**Location:** New York, NY  
**Reports to:** Assistant Director of Housing, Data & Quality  
**Hours:** Full-time, 40 hours per week, some evenings /weekends

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### About Jericho Project

Jericho Project is a nationally acclaimed nonprofit ending homelessness by enabling individuals and families experiencing homelessness 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 700 units of permanent supportive housing including 7 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC. Jericho further provides case management, employment and health care access services to over 100 units of supportive housing in Brooklyn and "light touch" case management services in several housing developments throughout New York City.

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### About the Position

The Housing Specialist will be responsible for assisting very low-income veterans with identifying and obtaining safe and affordable housing opportunities. The incumbent will be responsible for developing and cultivating housing leads and resources through community agencies, landlords and real estate brokers willing to accept program participants with little or no income. The Housing Specialist will also work with immediate veteran family members, the VA, NYCHA, HPD, and HRA to ensure housing is secured and maintained in a timely and efficient manner.

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

### **Responsibilities:**

- Conduct housing intakes and assessments with veterans referred from the Case Manager and other staff to assess housing needs and preferences utilizing a Housing-First approach.
- Develop and cultivate strong relationships with housing resources, including landlords, brokers, and real estate agencies.
- Provide hands-on housing counseling and placement assistance to enable veterans to find suitable housing, including identifying viable housing options, accompanying veterans to apartment viewings, conducting inspections, assessing rent reasonableness, and conducting neighborhood research throughout NYC and surrounding areas.
- Assist veterans in completing landlord and property management housing applications, including helping to secure needed documentation and accompanying veterans to housing viewings and appointments.

- Advocate on behalf of the veterans with landlords and brokers to overcome any issues or challenges to securing suitable housing.
- Assist with securing resources for security deposit, broker's fees, moving expenses, bedding, and household items through referrals and completion of all initial Financial Assistance Requests for veterans receiving Temporary Financial Assistance at move-in. Ensure that all required supporting documentation is present in the request.
- Collaborate as a member of the larger Jericho Project team and serve as a housing resource expert as needed.
- Serve as point-of-contact for landlords; work with case manager and client to resolve issues affecting client's ability to maintain housing and positive landlord/tenant relationship.
- Assist clients with referrals and applications for housing vouchers including HUD VASH, Section 8 from HPD and NYCHA, and City vouchers through HRA such as City FHEPS.
- Assist clients with approved 2010es access supportive housing by making housing referrals, contacting providers, and attending housing interviews.
- Help to conduct orientation sessions with new participants to explain housing rules and regulations and lease obligations, as well as housing quality standards and housing assistance policies.
- Computes housing assistance payments, tenant rental amounts, utility reimbursements, and rent increases in order to satisfy program guidelines and landlord requests using knowledge of program regulations.
- Performs re-examinations, interim interviews and verifies income to determine and maintain eligibility with federal and city guidelines and regulations.
- Maintains and inputs case notes in AWARDS to reflect housing services provided in a timely manner.
- Prepares monthly statistical reports to track housing placements and other data as mandated.

### **Requirements:**

- High school diploma required; Associate or Bachelor's degree preferred but will consider extensive experience in lieu of education.
- 2-3 years relevant experience preferred.
- Ability to work independently and maximize time while conducting field work.
- Experience in social and economic problems related to housing needs for those in a lower income bracket.
- Demonstrated knowledge of challenges faced by special populations, including mental health disabilities, low income and homelessness; experience working in a multi-racial, low-income community preferred.
- Demonstrated interpersonal flexibility, teamwork, customer service aptitude and excellent oral and written communication skills.
- Knowledge of housing subsidies, rules, regulations, and affordable housing industry in NYC strongly preferred.
- Strong organizational and multi-tasking capability, proven ability to achieve results.
- Proficiency in Microsoft Office Suite required.

**Compensation:**

The salary range for this position is **\$52,000.00 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: **Housing Specialist - SSVF**  
245 W. 29th 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)*