



**Position:** Career Counselor - URRH  
**Location:** New York, NY  
**Reports to:** Coordinator of Veteran Employment Programs, WfO  
**Hours:** Full time, 40 hours per week, late evenings & some weekend required.

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### About Jericho Project

Jericho Project is a nationally recognized nonprofit that has been working to end homelessness at its roots since 1983. What began as a Manhattan soup kitchen has grown into a citywide organization serving nearly 3,000 New Yorkers each year—including over 700 veterans, as well as young adults and families, many of whom identify as LGBTQ+.

Jericho provides more than 600 units of supportive housing through seven permanent residences in the Bronx and Harlem, along with scattered-site apartments throughout New York City. Our housing-first model is paired with wraparound services delivered by skilled case managers, licensed mental health clinicians, and workforce development specialists. Together, these services support our four pillars of stability: housing, employment, wellness, and family.

In 2024, Jericho facilitated over 570 housing placements, helped secure nearly 275 job placements, and delivered over 750 therapy sessions through our in-house Jericho Therapy Program. As we move toward expanding our reach by an additional 2,000 units of housing, we remain committed to helping individuals and families build lasting independence and well-being—one person, one home, and one community at a time.

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### About the Position

Career Counselor will provide workforce development services to unsheltered population in NYC who enroll in Jericho's programs to help them achieve the highest possible level of employment, educational attainment, or other meaningful activity, e.g., paid internship. The Career Counselor will work closely with the workforce development team as well as the site director and the case management staff to ensure that participants' employment and educational goals are fully met.

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

### **Responsibilities:**

- Provide one-on-one workforce development services to unsheltered population in NYC enrolled in Jericho's Unsheltered Rapid Re-Housing Program.
- Develop creative client engagement strategies and maintain high participant engagement in program activities.
- Conduct, at minimum, biweekly outreach to all participants and maintain related progress notes.
- Complete employment and educational assessments on all participants; ensure that assessments and service plans are updated as required.
- Identify low- and no-cost community resources and refer participants to skills training programs, HSE, ESOL and other literacy programs, college, and other higher education programs, as indicated in their individual service plans.
- Assist participants in developing a job readiness portfolio, including a resume, assessment of interviewing skills, workplace attire and letters of inquiries.

- Work closely with WfO's Employment Specialists; respond to job leads within required timeframe; identify and refer participants for matching positions via Electronic Case Management system (AWARDS).
- Assist unsheltered population in conducting independent job search; identify new job leads as needed and make direct referrals to employers.
- Provide job retention and follow up services to employed participants.
- Access community resources to aide clients in their job search, job retention and/or re-placement efforts.
- Participate in case conferencing sessions with the case management team, as required.
- Regularly attend monthly WfO and URRH meetings.
- Maintain and update participant information in AWARDS and other data management systems as required by the funding agencies.
- Provide information related to participant engagement, employment and educational achievements, and other performance indicators as requested.
- Other responsibilities as assigned and required by the emerging needs of programs and participants.

### **Requirements:**

- Bachelor's degree required.
- Knowledge and experience in providing a workforce development service in a not-for-profit setting is strongly preferred.
- Experience in program development and service delivery for unsheltered population is desirable.
- Familiarity and comfort with the unsheltered community in NYC and providing a safe and supportive space for unsheltered population is strongly preferred.
- Ability to motivate participants to pursue employment and training within a limited time frame is essential.
- Superior written and verbal communication skills and advanced computer literacy.
- Ability to travel throughout the five boroughs.
- Working knowledge of AWARDS is highly desirable.
- Ability to assist 60 job seekers realizes desired employment and job retention outcomes.

### **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: **Career Counselor, URRH**  
 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)