



Position: Per Diem House Manager
Location: Floating (Bronx and Manhattan)
Reports to: Manager of Building Operations
Hours: Part-time/Per Diem – Various/Flexible hours based on available shifts at 9 buildings and applicant needs

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.

About the Position

The House Manager reports to the Manager of Buildings Operations and is responsible for the overall security of the site and assistance with clerical duties.

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

Responsibilities:

- Secure and maintain the safety of the tenants and the facility.
- Provide crisis intervention when necessary.
- **Employees are expected to check their work email daily.**
- Responsible for reporting and electronically documenting all incidents on site.
- Assume responsibility for the overall running of the facility during the absence of full time staff.
- Assist with filing, rent collection, time & leave calendars and timesheet collection.
- Monitor and visually verify that clients are safe by conducting room checks in accordance with
- Directors and Case Managers directives and client request(s).
- Monitor client/visitor activity.
- Ensure that all residents respond to fire alarms.
- Maintain compliance with fire safety codes.
- Maintain security by conducting floor checks hourly.
- Periodically attend house meetings, case conferences, and staff meetings.

- Other duties as assigned.
- This is a part time per-diem position based on the business' needs and the applicant's own needs. There is flexibility in the hours given and we will try to accommodate the requested hours if possible.

Requirements:

- High School diploma highly preferred.
- 1 year customer service experience required.
- Fire Guard Certification required. Must be willing to take certification course as a condition of employment.
- Basic computer skills knowledge required.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to use judgment and make sensible, practical and concise decisions in an emergency situation

Compensation:

The hourly pay for this position is **\$17.50 *an hour***.

How to Apply:

Interested applicants must submit a resume and cover letter with salary requirements to:

Human Resources Department
Jericho Project
Job Code: **House Manager – Per Diem**
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