



Position: Residential Aide - Fordham Village
Location: Bronx, NY
Reports to: Assistant Program Director
Hours: Full-time/40 hour per week, some evenings/weekends required

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

Jericho Project is seeking an enthusiastic and driven Residential 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 Fordham Village residents providing extra support for the stability and growth of the 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 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.
- Conduct a minimum of four trauma informed activities for the Fordham Village tenants.
- Provide support to Operations department with wellness checks and engagement with the tenants.
- Collaborate with Program Director, Assistant Director, Case Managers, Peer Mentor 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.
- Participate in staff meetings and trainings.
- Actively assist and participate in all program activities and special events as needed including attending community meeting and keeping minutes of topics discussed as per DOHMH standards.
- Maintain accurate and up-to-date client files for activities performed.
- Ensure all data is captured into AWARDS on a timely manner.
- Ensure data is accurate and complete and that all required accompanying documentation is collected.
- Provide crisis intervention as needed.
- Ensure compliance with organizational and funder regulations and documentation.
- Provide all services in a manner that respects cultural differences amongst tenants.
- Carry out other duties as assigned by program leadership.

Requirements:

- High School diploma required. Associate or Bachelor's degree preferred but will consider extensive experience in lieu of education.
- CASAC credentials preferred.
- Experience working in homelessness, substance abuse, mental health and/or trauma settings preferred.
- Candidates must be a self-starter with the skills and energy to work with Veterans.
- Must possess strong organizational, writing and computer skills.
- Must have strong engagement and interpersonal skills.
- Experience working with veterans a plus.
- Bilingual a plus.

Compensation:

The salary range for this position is **\$35,000.00 to \$38,000.00 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: **Residential Aide – Fordham Village**

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