



Position: Assistant Healthcare Coordinator
Location: Bronx, NY
Reports to: Healthcare Coordinator
Hours: Full-time, 40 hours per week

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 individual that enjoys being creative and is passionate about working with vulnerable populations. This role will allow you to design trainings as well as education models for both Jericho staff and tenant populations. The goal of these trainings will be to reduce unnecessary in-patient hospitalizations as well as emergency room use, provide support to on-site staff on best practice for a variety of healthcare needs, including mental health, and to provide the tenant with the opportunity to learn how to independently manage their healthcare needs.

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

Responsibilities:

- Develop and monitor healthcare related metrics within 4 sites.
- Review in-patient and ED discharge instructions to create a follow-up care plan for the tenant.
- Collaborate with Case Managers to create individual healthcare service plans for tenants, including medical and mental health needs.
- Coordinate Vaccination and Flu Clinics.
- Assist in planning and executing quarterly Healthy Jericho Events.
- Create group trainings for Case Conferences/Team Meetings regarding best practice for both medical and mental health issues.
- Consult with staff regarding best practice for substance abuse disorders.
- Provide education on trauma informed care as well as harm reduction.
- Consult with individual tenants as well as staff regarding healthcare concerns.
- Assist with pillboxes and vital signs as needed.
- Develop collaborative relationships with healthcare settings to improve the referral process and patient care communications.

Requirements:

- Candidate must possess one of the following licenses: PA, RN, Human Services or a Public Health Degree.
- LPN license preferred.
- Medical degree (including foreign medical degree).
- 1-2 years of experience.
- Experience with LGBTQ populations is preferred.
- Candidate must possess superior written and verbal skills.
- Candidate must be well-organized and possess multi-tasking skills.
- Candidate must have a knowledge of medical terminology.
- Bilingual Spanish/English is preferred.
- Experience working with Veterans is a plus.
- Assistant Healthcare Coordinator is regularly required to, type, use hands and fingers, reach with hands and arm. Assistant Healthcare Coordinator is regularly required to walk, ascend and descend stairs, stoop, and kneel. Assistant Healthcare Coordinator is often required to spend up to six (6) hours sitting at a desk during a normal eight (8) hour shift. Occasionally the Assistant Healthcare Coordinator is required to lift items less than 5 pounds. The Assistant Healthcare Coordinator is regularly required to move throughout the facility/NYC while carrying out job duties.

Compensation:

The salary range for this position is **\$64,350 .00 to \$65,000.00 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: **Assistant Healthcare Coordinator**

245 W. 29th Street, Suite 902

New York, NY 10001

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