



Position: Intake Coordinator
Location: Bronx, NY
Reports to: Senior Director of Intake and Leasing
Hours: Full-time, 40 hours per week, some evenings /weekends

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

Under the direct supervision of the Managing Director of Building Operations, the Intake Coordinator will review and evaluate all applications to the congregate supportive housing programs to determine eligibility and intake. This position is responsible for reviewing, evaluating and verifying, intake information and assuring compliance with program eligibility guidelines. The intake coordinator will have experience in providing care to low income populations including those experiencing homelessness and the ability to work well with a diverse and multi-disciplinary team.

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

Responsibilities:

- Review, evaluate and verify all client intake information including but not limited to household size, income, criminal history, and other related information to assure compliance with program eligibility guidelines, Low Income Housing Tax Credit (LIHTC) and government subsidies (HPD, NYHCA) etc.
- Coordinate and/or conduct group and individual intakes with Program Directors and Managers of Building Operations.
- Log, file and enter source documents and related data into client files, HMIS, CAPS, and other data capture systems.
- Generate eligibility and ineligibility letters to applicants as well as participant progress reports and letters.
- Respond to email, phone and mail inquiries as pertaining to housing eligibility and documentation.
- Liaison with government agencies such as HRA, DHS, VA, and other community groups for intake of potential clients.
- Prepare regular summary reports of vacancies and program rosters to assist programs in compiling information necessary to comply with county, state and federal requirements and audits.
- Participate in program, department and agency meetings and trainings as required, as well as inter-agency groups that provide assistance to individuals experiencing homelessness.
- Assist with sending rent invoices to tenant monthly.
- Maintain and execute confidential information to HIPPA standards.
- Attend staff trainings and department meeting as needed and other duties as assigned.

Requirements:

- High School diploma required. Bachelor's degree preferred, plus a minimum of one year in the Human Service field is required.
- Strong documentation and organizational skills including electronic and hard copy documentation. Ability to work independently and as part of a team.
- Ability to manage effectively and coordinate multiple projects simultaneously in a high-pressure environment.
- Computer literacy a must. Experience with Appfolio is a plus.

Compensation:

The salary range for this position is **\$60,000.00 to \$63,000.00 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: **Intake Coordinator**
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

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