



**Position:** House Manager  
**Location:** Harlem  
**Reports to:** Manager of Buildings Operations  
**Hours:** Full-time/40 hour per week, with ability to be on-call; occasional Evenings/weekends may be 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**

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:**

- Securing and maintaining the safety of the tenants and the facility.
- Provide crisis intervention when necessary.
- Responsible for reporting and electronically documenting all incidents on site.
- 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 Manager's directive and client request(s).
- Monitor client/visitor activity.
- Maintaining compliance with fire safety codes.
- Work with Building Operations Manager to assist tenant to meet terms of their lease including timely payment of rent.
- Maintaining security by conducting floor checks at the beginning of every shift.
- Periodically attend house meetings, case conferences, and staff meetings.
- Light porter duties as needed such as sweeping front of building, removing garbage, cleaning windows, and mopping.
- Other duties as assigned.

#### **Requirements:**

- 1-year customer service experience required.
- Fire Guard Certification required. (Must obtain within first year of employment).
- Basic computer skills knowledge required.
- Ability to communicate clearly and concisely both verbally and in writing.
- Other duties as assigned.
- Candidate has at least one years of experience working with individuals in with substance abuse history.
- An understanding of working with individuals who have experienced homelessness and substance use.

#### **Compensation:**

The salary range for this position is **\$36,400.00 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: **House Manager – Harlem**  
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](http://www.jerichoproject.org)*