Position: **Employment Specialist (Scatter Site)**
Location: Bronx, New York
Reports to: Senior Employment Specialist, WfO
Status: Full-time, late evenings & some 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 a full time Employment Specialist for our Scattered Sites population. Employment Specialist will provide workforce development services to adult participants in order to help them achieve their desirable employment, education, and training goals. Employment Specialist will work closely with the Senior Employment Specialist and the Program Director to coordinate referral services for other needed services.

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

Responsibilities:

- Implement job development strategies that can successfully lead to placing 60 adult participants in jobs annually.
- Cultivate and maintain relationships with key employers in industries that match the occupational interests of job seekers in Jericho programs.
- Identify employment opportunities that correspond to the level of skills and education of participants.
- Customize job development strategies to the individual needs of each job seeker; conduct individualized job search to facilitate participants' placement in desired jobs.
- Develop a job bank comprised of diverse employment opportunities at various levels of competency requirements.
- Ensure that business development practices meet the needs of Scatter site families, as well as adults with mental health and substance use disabilities.
- Research and keep the WfO team informed of labor market trends, emerging industries, in-demand occupations, and skills/competency requirements.
- Screen and match candidates to appropriate positions; facilitate job search and refer candidates for job interviews.
- Conduct follow-up with employers and candidates after each referral; manage communication with both parties until a decision is finalized.
- Initiate and maintain consistent communication with job seekers for the entire duration of job search; keep job seekers informed of employment prospects, job interviews, and other available opportunities.
- Identify and post job fair events regularly.
- Work collaboratively with career counselors to facilitate participants' job search; provide employer feedback related to participants' job interviews.
- Work collaboratively with other Jericho Employment Specialists to maximize resources and availability of employment opportunities for participants.
- Complete all required administrative work, both electronic and manual, for recording, documenting, and reporting activities and outcomes related to job development, job search, and job placement.
- Conduct occasional employment workshops for participants.
- Access community resources to aid participants in their job search, job retention and or re-placement efforts.
- Actively participate in monthly team and program specific meetings.
- Work in multiple supportive housing facilities to ensure service delivery to all Jericho participants.

Requirements:

- Bachelor's degree preferred.
- Three or more years of experience as a job developer.
- Existing transferable job bank of appropriate employers.
- Ability to make 60+ job placements per year.
- Experience working with individuals in mental health/substance abuse recovery as well as those experiencing homelessness highly preferred.
- Knowledge and experience in helping low-income job seekers find and keep jobs.
- High level of computer literacy, good writing and verbal communication skills required.
- Ability to work and produce desired performance outcomes in a team environment, high levels of collaboration, cooperation, and teamwork.
- Ability to travel within all 5 boroughs of NYC.

ADA Specifications:

This position requires the ability to lift up to 50 lbs. Ability to travel to various sites. One must possess the ability to speak, hear, see, and write as well as the ability to use a computer and related software programs. Local and/or national travel required and may require some longer weekday/weekend commitments to accomplish related business projects or meet deliverables.

EQUAL OPPORTUNITY EMPLOYER

We are an equal opportunity employer, and all qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.
We are committed to creating a diverse and inclusive workplace where all employees feel welcome and valued. We believe that diversity and inclusion are essential to our success.

DISCLAIMER

This job description is intended to provide a general overview of the position and its essential functions. It is not intended to be an exhaustive list of all the duties and responsibilities that may be assigned to the staff member. The specific duties and responsibilities of the position may change from time to time, as determined by the needs of the organization.
The staff member must be able to perform the essential functions of the position satisfactorily, with or without reasonable accommodation. Reasonable accommodation will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

Compensation:

The salary range for this position is **$55,000.00** to **$60,000.00** ***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: Employment Specialist – Scatter Site
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