



**730 Polk St, 4<sup>th</sup> Floor | San Francisco, CA 94109**  
**Phone: 415-554-8494 Fax: 415-554-8444**

## **JOB DESCRIPTION**

### **OurTransHomeSF Housing Director** **\$70,000 annually (Salaried, Exempt)**

#### **About St. James Infirmary:**

St. James Infirmary (SJI) offers free, confidential, nonjudgmental medical and social services for Sex Workers (current or former) of all genders and sexual orientations. We are the first occupational health and safety clinic in the U.S. run by Sex Workers for Sex Workers! St. James Infirmary works actively to combat racism, classism, misogyny, homo- and transphobia, ableism, and all other forms of oppression that lead to discrimination, stigma, and marginalization.

#### **Philosophy:**

There are many factors which affect the working conditions and experiences for all Sex Workers including the political and economic climate, poverty and homelessness, stigmatization, violence, as well as the overwhelming intricacies of the legal, public and social systems. It is the philosophy of The St. James Infirmary to build upon existing skills and strengths in order to allow individuals to determine their own goals while providing culturally competent and non-judgmental services.

#### **OurTransHomeSF**

OurTransHomeSF is a program that provides housing assistance and stabilization support for unhoused and marginally housed trans and non-binary (TNB) individuals through a short-term supportive independent living housing (The Bobbi Jean Baker House), housing navigation services, and a rental subsidy program. The Housing Navigators primarily support the housing navigation services and rental subsidy program while the Housing Case Manager primarily supports the Bobbi Jean Baker House.

#### **Position Overview**

The OurTransHomeSF Housing Director is responsible for the oversight of the program and its staff. Duties include providing supervision to all OurTransHomeSF staff; creating and proposing the annual budget to the Board of Directors and MOHCD; ensuring program expenses stay within budget parameters and monthly invoices are submitted in a timely manner; engaging with policy advocates to the city to ensure city funding continues; implementing development strategies to apply for grants and fundraise to diversify funding streams; doing outreach to engage with our communities and partnering organizations; and managing communications such as collecting client stories and maintaining a social media presence. The Housing Director will be the first line of communication to MOHCD about the program and will ultimately be responsible for ensuring accurate data collection and reporting on participant demographics, outcomes, and overall success of the program to the city.

## Duties and Responsibilities

- Supervision: Supervise, train and coordinate the OurTransHomeSF team including (1) Case Manager, (2) Housing Navigators, and (2) House Managers.
- Development: meet with donors and philanthropists, write and submit grants and organize fundraising efforts for the program
- Budget: develop and propose annual budget to St. James' Board of Supervisors and, once approved, ensure timely submission of the budget proposal to the city. Monitor expenses to ensure spending stays within budget parameters.
- Liaison: Represent the program, serving as the liaison between the program and St. James staff and Board of Directors, the city (MOHCD), Larkin St., funders, and community partners.
- Communications and Public Relations: Collect participant testimonials, develop and maintain a social media presence and speak on behalf of the program when necessary.
- Outreach: Table at events, meet with partner organizations and coalitions to promote and educate the wider community on the eligibility and referral process, and develop MOUs to ensure efficient referral flow.
- Operations: Ensure that the program documents, such as policies and procedures, participant welcome packets, and other forms are up to date, accurate, compliant with city and state laws. Create systems interventions when procedural flow needs improvements.
- Program Evaluation: In January and July, complete an annual and semi-annual program data report for the trailing year demonstrating program impact, including qualitative and quantitative data, demographics of participants and housing outcomes. Reflect on what communities our program is (and isn't) reaching and identify appropriate interventions for improvements.
- Reporting: Each month, ensure that all program data is completely entered into the online database (GMS) by the 15<sup>th</sup> of the following month.
- Invoicing: Each month, ensure appropriate invoices are filed in a timely manner.
- Bobbi Jean Baker House Oversight: Ensure that all areas of the home are clean, adequately supplied and that any issues with the physical state of the house or facilities are addressed in a timely manner.
- Rental Subsidy Oversight: Ensure the rental subsidy program stays within budget parameters.
- Program Oversight: Review and follow-up with incident reports and grievances relating to the both the housing and rental subsidy programs.
- Staff Oversight: Ensure OTH staff follow up with their caseloads and commitments to the functioning and success of the program.
- Meetings Expectations:
  - Hold monthly one-on-one supervision meetings with supervisees. Provide constructive feedback in a professional manner. Complete a review and evaluation of supervisees work at least on a semi-annual basis.
  - Hold weekly or bi-weekly OTH team meetings with all OTH staff.
  - Work collaboratively with other teams at St James Infirmary, including the HIV/STI Services Team, Syringe Access Team, Medical Providers Team, Outreach Team and the Mental Health Team to ensure effective program functioning and appropriate referral processes for OTH program participants.
  - Attend monthly All Staff meetings and twice monthly Leadership Team Meetings.
  - Attend staff trainings, planning meetings, and agency support meetings as scheduled.
  - Prepare an informal agenda and report back for regular (weekly or bi-weekly) Director(s). Communicate all concerns and challenges with Director(s) in a timely way to allow for collaborative problem solving.
- Support: Provide housing navigation services and case management to participants as needed when extra support is needed for the program.

## Required Skills and Qualifications

- ASW/LCSW/AMFT/LMFT; and/or 5+ years experience in coordination of programs that best serve the needs of TNB communities
- 5+ years experience in housing programs including housing navigation and/or case management
- Supervisory skills and experience
- At least two years of supervisory experience.
- Highly self-motivated, self-directed and excited about program development.
- Strong motivational interviewing skills.
- Strong de-escalation and crisis intervention skills and experience.
- Passion for ending homelessness experienced by TNB communities.
- Strong TNB advocacy skills.
- Ability to maintain a non-judgmental attitude and a display of unconditional positive regard when working with TNB persons experiencing homelessness.
- Experience in or detailed knowledge of the sex industry and occupational health and safety issues affecting/impacting Sex Workers and TGNC individuals.
- Possess an understanding of harm reduction, trauma-informed care principles and programming.
- Commitment to cultural humility and experience working with people of different racial and ethnic backgrounds, genders identities, sexual orientations, people who use substances, including injection drugs, those experiencing homelessness, people with mental health challenges, people with disabilities, and people living with HIV/AIDS and/or Hepatitis C.
- Ability to have a “whatever it takes” attitude when working with individuals facing barriers.
- Commitment to SJI & OTH mission and values, ability to provide outstanding leadership and work cooperatively with colleagues and community members with the highest degree of integrity.
- Ability to work collaboratively in a team and independently.
- Ability to work in a field-based position with flexible hours.
- Creative problem-solving skills.
- Must be able to perform electronic data entry and precise documentation.
- Excellent written, verbal, and interpersonal communication skills.
- Highly organized and excellent attention to detail.
- Ability to thrive and multitask in a fast-paced environment.
- Capable of protecting sensitive information in a confidential manner.
- Microsoft Office, Web/Internet, Social Media, and general computer literacy.
- Bilingual English/Spanish preferred.

## HOW TO APPLY:

Please submit a thoughtful cover letter explaining your interest in St. James Infirmary and where/how you found out about this career opportunity. Email your cover letter and resume to [OurTransHome@stjamesinfirmary.org](mailto:OurTransHome@stjamesinfirmary.org). Please write your name and the title for this position (“Your Name – OTH Housing Director”) in the subject line of your email. Incomplete applications will not be considered.

St. James Infirmary is an equal opportunity employer. *We strongly urge candidates with sex work experience who are trans or gender non-conforming, and/ or people of color to apply.*

## BENEFITS

St. James Infirmary offers a competitive salary, commensurate with experience and skills, health insurance, vision and dental insurance, and other employee benefits.