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JOB DESCRIPTION

“Taimon Booton” Navigation Center Site Monitor
(Day, Swing, and Overnight Mon-Thursday or Friday-Sunday shifts)
Hourly Employee, Part Time: 24 - 32hrs/wk (depends on the shift), \$28.85 /hour

Are you passionate about improving the lives of unhoused people by offering care and genuine sanctuary? Do you want to contribute to ending gender-based violence by providing shelter and consistent service to transgender and gender nonconforming (TGNCI) people and ciswomen experiencing homelessness? Do you have the skills necessary to lead a team and coordinate a program that provides a stable environment for participants’ growth? St. James Infirmary is seeking a Lead Front Desk person for our new Navigation Center in San Francisco, serving TGNCI people and ciswomen.

About St. James Infirmary:

The St. James Infirmary is a peer-based occupational health and safety clinic for sex workers of all genders. It is our mission to meet the needs of people engaged in the sex trade through advocacy, direct services, and social justice. St. James Infirmary works actively to combat racism, class inequality, misogyny, homophobia and transphobia, ableism, and all other forms of oppression that lead to discrimination, stigma, and marginalization.

Position Overview

The Site Monitor plays a central role in supporting participants and keeping the program smoothly functioning at this live-in facility for 60+ people. You will take part in the shared work of a diverse, multi-disciplinary team to provide a nurturing, welcoming and safe place for people to shelter and explore options for permanent housing and increased care while living in a harm reduction-based, holistic, TGNCI and sex worker-centered Navigation Center. With the guidance of the Managing Director and Site Supervisor, you will provide well-rounded care and create a safe space for participants. This will be the first TGNC specific position in which TGNC leadership, and cultural competencies will be centered in all aspects of the job duties and responsibilities.

The Site Monitor responds to the needs of program participants, collaborating with staff to produce a regular weekly schedule of functional programming. This position requires a person who is able to work collaboratively, respond to a large number of people in a lively environment, and perform multiple tasks

at the same time while maintaining focus on the safety and well-being of participants. This position is an excellent introduction into counseling and social services.

JOB DUTIES AND RESPONSIBILITIES

- Works under the direct supervision of the Site Supervisor.
- Supervise participants and maintain regular daily and weekly schedules.
- Provide information and referrals for clients and others as appropriate.
- Work with the Supervisors to address the needs of the participants, ensuring they have adequate supplies and access to supportive services.
- In consultation with the clinical team, provide support and guidance for program participants
- Attend trainings as scheduled and assigned
- Other duties as assigned by the Program Director
- Monitor the dorms and perimeters ensuring the safety of participants, and providing supplies for their daily needs.
- Manage Laundry service for participants reporting maintenance or supplies needs.
- Responsible for managing program supplies, and participant storage.
- Attend trainings as scheduled and assigned.
- Other duties as assigned by the Program Director.

QUALIFICATIONS:

- Good working knowledge of and sensitivity to individuals with mental health issues such as: PTSD, psychosis, borderline behaviors, bi-polar, and more.
- Experience in or detailed knowledge of the sex industry and occupational health and safety issues affecting/impacting sex workers
- Possess a strong understanding of harm reduction, and trauma-informed care principles and programming
- Commitment to cultural humility and experience working with people of different racial and ethnic backgrounds, gender 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
- Commitment to SJI 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 independently
- Strong organizational skills
- Bilingual in English/Spanish is a plus

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is frequently required to stand, walk, sit, and reach with hands and arms, to use a computer and smell. The employee must be able to climb stairs.
- The employee is frequently required to use hands to hold objects, writing instruments, or files; and talk and hear.

- The employee must occasionally lift/or move up to 25 pounds.
- Specific vision abilities required by this job include ability to read, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- This position requires the ability to review and share the organization's secure electronic and physical files with other program staff; the person in this position will also have access to the organization's and other highly confidential information.
- This position includes direct, in-person service provision. Because of this, the employee must have the ability to perform the job at the program location.
- The employee must be able to follow oral directions in an emergency situation.

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 jobs@stjamesinfirmary.org. Please write your name and the title for this position ("Your Name – Site Monitor") in the subject line of your email. Incomplete applications will not be considered. Please include the hours you are available or which shift you are interested in.

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

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Relocation reimbursement is NOT available for this position.

If an offer is extended, qualified candidates must provide proof of eligibility to reside and work within the United States without sponsorship.

Benefits:

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