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www.stjamesinfirmary.org

JOB DESCRIPTION

“Taimon Booton” Site Supervisor (Day, Swing, and Overnight shifts)

Salaried Position, Full or Part Time:

Mon-Thurs or Wed-Sun 24-32hrs/wk, \$39,000 - \$52,000 annually

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 Site Supervisor 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

In collaboration with the Managing Director, the Site Supervisor plans and communicates with management, staff and program participants to ensure smooth day-to-day operations of the navigation center. The Site Supervisor plays a central role in supporting both staff and 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. 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 Supervisor 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 lead a collaborative team, 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.

JOB DUTIES AND RESPONSIBILITIES:

- Lead your team in learning and enacting practices of de-escalation, harm reduction, participant centered care, peer support, creative problem-solving, and community building. Implement systems that offer opportunities for education and healing.
- Directly manages two Site Monitors, one Kitchen staff, Janitor and Overnight Safety Liaison.
- Completes daily shift reports and communicates with the Managing Director of any incidents.
- Completes any necessary documentation.
- Holds staff accountable to their duties and responsibilities.
- Work with the Site Director to manage the daily operations of the center providing for the needs of the staff and participants. Provide direct, daily management of multiple staff working on-site.
- Monitor the daily physical operations of the facility and grounds, including participant, staff and visitor safety and participation; cleanliness; and minor/major repairs.
- Respond to incidents including crises, conflicts and safety concerns. Respond to emergency situations, addressing the needs of neighboring residents.
- Responsible for managing program supplies, and participant storage.
- Liaise with partnering agencies.
- Regularly meet with participants and staff to address any disciplinary actions and accountability.
- Attend training as scheduled and assigned.
- Other duties as assigned by the Site Director.

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 Supervisor") 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.