



730 Polk St, 4<sup>th</sup> Floor | San Francisco, CA 94109  
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## **JOB DESCRIPTION**

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

#### **About St. James Infirmery:**

St. James Infirmery (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 Infirmery 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 Infirmery 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 Bobbi Jean Baker Programs Director is responsible for the oversight of the program and its staff. Duties include providing supervision to all BJB House staff; ensuring program expenses stay within budget parameters and monthly receipts and invoices are submitted in a timely manner. The BJB Programs Director will work with staff to provide training and leadership in client centered care to the participants at the BJB Transitional Home. The BJB Programs Director will be the first line of communication to staff and participants for after hours calls and responding to crisis and clients needs in relation to the house and the program. The programs Director will work with the case manager to onboard and welcome new participants

as well as support the staff in exiting participants from the program due to graduation or required exit. The programs director is responsible for monitoring and keeping proper documentation of all required data and reporting necessary, ensuring the staff and participants have all needed supplies and in home resources and activities as needed.

### **Duties and Responsibilities**

- Supervision: Supervise, train and coordinate the BJB House team including (1) Case Manager, House Managers.
- 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: Speak on behalf of the program when necessary, present the successes of the model of the program.
- 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.
- 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.
- Program Oversight: Review and follow-up with incident reports and grievances relating to the BJB house.
- Staff Oversight: Ensure BJB 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.
  - Liaise between BJB House staff and subsidy team when participants are ready for graduation to the subsidy program.

- 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 TBNC 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 [jobs@stjamesinfirmary.org](mailto:jobs@stjamesinfirmary.org). Please write your name and the title for this position (“Your Name – BJB Programs 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.