



1089 Mission Street | San Francisco, CA 94103

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www.stjamesinfirmary.org

JOB DESCRIPTION

Human Resources Director

Full Time, \$80,000 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.

Position Overview

The Human Resource Director will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organizations mission and talent strategy

The Human Resource Director is invested in the Sex Worker community and can represent our issues effectively and enthusiastically. The Human Resource Director has strong communication skills, work ethic, and maintains a philosophy that all tasks are important to be done well, no matter how seemingly small. The Human Resource Director is a problem solver, emotionally available for staff, is a calming presence, and can handle any responsibility or crisis with efficiency and grace.

Duties and Responsibilities

Human Resources Coordination

- Ensure that recruiting processes are consistent and streamlined
- Collaborate with Co-Directors on recruitment, hiring, and on-boarding of new staff
- Establish and manage a comprehensive training program to educate staff regarding policies and procedures, and available resources
- Ensure ongoing training and certifications are updated for all staff.
- Organize and maintain staff files, contact list, google groups, and required employee documentation

- Ensuring employee and agency compliance with vaccinations, TB testing, and trainings.
- Work with the Executive Management Team and Fiscally Sponsored Projects to organize and maintain staff files, contact list, google groups, and required employee documentation
- Complete and keep current all job descriptions for staff
- Assist staff in preparing and submitting timesheets for and processing payroll on biweekly basis.
- Maintains benefits for staff including enrollment and annual re-enrollment for medical, dental, vision and 401K.
- Maintains agency wide insurance needs such as General Liability and Workers Compensation Insurance.
- Assists employees with personal emergencies
- Act as a part of the Conflict Engagement Team to help employees navigate interpersonal or workplace conflicts.
- Establish and maintain a Care Team to provide staff with support, encouragement, increased morale and mitigate burn out.
- Support management of disciplinary, performance evaluation, work plan development and grievance issues.
- Further develop SJI's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting
- Work closely and transparently with all external partners including third-party vendors and consultants
- Act as a member of the St. James Infirmary team of Co-Directors, including making participating in organizational decisions and direction as part of the team.
- Work with program Directors to ensure HR compliance and provide support in employee management.

Required Skills and Qualifications

- 2+ years experience in HR management, and supporting nonprofit operations
- Proven track-record of coordinating professional development programs that maximize individual and organization goals across the organization including best practices in human resources activities
- 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, 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
- 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 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. Please write your name and the title for this position (“Your Name – HR 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.