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JOB DESCRIPTION

Taimon Booton Navigation Center Janitor
(Daytime, Evening- Monday -Thursday or Friday to Sunday Daytime)
Hourly Employee, Full or Part Time: 24 - 32 hrs/wk (depends on the shift), \$26.44 /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 care to TGNCI people and ciswomen experiencing homelessness? Do you have the skills necessary to join a large team, creating and implementing safety plans and protocols in a stable environment for participants' growth? St. James Infirmery is seeking a Harm Reduction Coordinator for our new Navigation Center serving TGNCI people and ciswomen.

About St. James Infirmery:

The St. James Infirmery 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 Infirmery 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 Navigation Center Safety Liaison creates safety plans, protocols, and daily practices to ensure the well-being of participants and staff in a Navigation Center housing 60+ people in San Francisco. You will contribute to the work of a diverse, multi-disciplinary team in providing a nurturing, welcoming and safe place for unhoused TGNCI people and ciswomen to begin their healing and housing process at this harm reduction-based, holistic, TGNCI and sex worker-centered Navigation Center. In collaboration with the Navigation Site Director, Site Supervisor, and other staff, you will provide direct services to create safety, including conflict de-escalation, communication with law enforcement, and more. This will be the first TGNC specific navigation center in which TGNC leadership, and cultural competencies will be centered in all aspects of the job duties and responsibilities.

JOB DUTIES AND RESPONSIBILITIES

- Under direction from our Site Managing Director, the right candidate will be responsible for performing routine building maintenance tasks, perform general cleaning, and restocking supplies, along with other tasks as assigned.
- Sweeping, vacuuming, mopping, and maintaining the entire facility's upkeep, including entrance ways, common areas/bathrooms, kitchen, and resident's rooms. Remove debris and maintain a high-quality appearance of cleanliness and orderliness.
- Dust, clean, and sanitize all spaces. Our daily routine includes scrubbing, sweeping, picking up, wiping, washing, dusting, disinfecting, including walls, handrails, fixtures, woodwork, ceilings, furniture, light fixtures, appliances, picture frames, mirrors, switch covers, and shelving.
- Disinfect all high touch surfaces, including door handles, handrails, fixtures, and appliances.
- Sanitize, clean, and stock resident's and communal bathrooms, which include, but are not limited to, showers, tubs, sinks, toilets, and fixtures.
- Remove trash frequently including, emptying bins, breaking down boxes, and recycling.
- Removing small and large debris and assisting with "turnovers" of vacated rooms.
- Perform Painting, buffing, stripping, and waxing as needed to remove stains and update rooms and fixtures' appearances.
- Clean glass windows and doors in rooms, common areas, and entranceway.
- Organize, maintain, restock all supplies, leaving inventory in a secure, clean, and ready condition for use.
- Report emergencies, damages, fixtures/furniture losses, maintenance needs, safety issues, and needed equipment repairs.

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 DEMANDS:

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 – Janitor") 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, 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.