



**ST. JAMES INFIRMARY**  
**1089 Mission Street | San Francisco, CA 94103**  
**Phone: 415-554-8494 Fax: 415-554-8444**  
[www.stjamesinfirmary.org](http://www.stjamesinfirmary.org)

### **JOB DESCRIPTION**

**Our Trans Home SF Lead Administrator**  
**\$60,000 annually, \$28.85/hour, 40 hours per week**

#### **Our Trans Home SF**

Our Trans Home SF is a program that provides housing assistance and stabilization support for unhoused and marginally housed trans and gender non-conforming (TGNC) individuals through short-term independent living housing (the Bobbi Jean Baker House), housing navigation services, and a rental subsidy program. The Housing Navigator primarily supports the housing navigation services and rental subsidy program while the Case Manager primarily supports the house.

#### **Our Trans Home SF Lead Administrative to the director**

The Lead administrator is responsible for providing assistance and support to the director in all facets of administrative duties related to the Subsidy Program, the Transitional Home and the overall functions of the Our Trans Home Program. Duties include reviewing rental subsidy applications to determine eligibility and type/amount of subsidy granted according to policies and procedures criteria and budget. Maintenance of thorough and accurate records in both written form and database and administrative oversight and bookkeeping skills are required. This position is remote and field based. The goal is to review that all documents and files are current, accurate and up to date as well as to assist staff who may have barriers to administrative or digital literacy assist the Director and staff with scheduling and overall administrative duties.

#### **Lead Administrator Duties and Responsibilities**

- Respond to applications and inquiries about the program
- Review and maintain all documents for subsidy applicants are current accurate and up to date
- Review mathematics of subsidy eligibility forms are current and up to date
- Monitor and Maintain oversight on overall spending of subsidy dollars, make critical decisions to manage spend down of total funds
- Review rent roll is accurate current and up to date, submit rent roll to Larkin Street Youth Services
- Assist Housing Navigators in delivering and processing checks monthly as needed
- Become familiar and confident in budget oversight and parameters in order to navigate subsidies accurately according to funding limitations
- Assist staff with any onboarding scheduling and approval of timesheets, navigation of Deputy, OnPay and providing any information about staff benefits
- Create any necessary templates, documents or spreadsheets as needed for the program
- Meet with Larkin Street Youth Services to familiarize with any check issues or budget management information
- Maintain timely and confidential documentation using an electronic medical records database
- Attend staff meetings, Our Trans Home SF team meetings, clinical supervision, and applicable staff trainings
- Create a weekly report on any missing documents required for the Director
- Offer and request feedback on performance, and ensure participants are receiving the best possible services
- Other related duties and responsibilities to support the work of St James Infirmary as assigned
- Monitor and update navigating GMS and proper data reporting to MOHCD, liaise with staff to collect the adequate information for proper reporting
- Assist the BJB Directors in monitoring and navigating the budget of the overall program as needed
- Assist with website development, navigating and maintaining social media for overall Our Trans Home program

### **Skills and Qualifications**

- Passion for ending homelessness experienced by TGNC communities.
- Strong TGNC advocacy skills.
- Ability to maintain a non-judgmental attitude and a display of unconditional positive regard when working with TGNC 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.
- Ability to thrive and multitask in a fast-paced environment.
- Creative problem-solving skills.
- Excellent written, verbal, and interpersonal communication skills.
- Must be able to perform electronic data entry and precise documentation.
- Microsoft Office, Web/Internet, Social Media, and general computer literacy.
- Bilingual: Spanish/English preferred.
- Housing Navigator or Case Management experience 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 – Part Time Housing Navigator”) 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.