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JOB ANNOUNCEMENT
OurTransHomeSF Housing Navigator
Part Time, 32 hours, \$26 hourly

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.

OurTransHomeSF:

OurTransHomeSF (OTH) 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 Bobbi Jean Baker House.

Position Overview:

The OTH Housing Navigator is responsible for providing assistance and support to Transgender and Gender Non-Conforming (TGNC) individuals currently experiencing or at risk for homelessness. Duties include reviewing rental subsidy applications to determine eligibility and type/amount of subsidy granted according to policies and procedures criteria and budget; providing on-going housing navigation support to those on subsidy; and coordinating referrals and enrollment into housing programs for those who do not qualify for or are not interested in a rental subsidy. Housing navigation support can range from focused case management,

assistance creating a budget/savings plan, housing readiness assessments, and assistance accessing housing programs or permanent housing placement. Coordination with the OurTransHomeSF Case Manager, Coordinated Entry at Larkin Street Youth Services and Housing Stabilization team are required. Maintenance of thorough and accurate records in both written form and database and strong de-escalation and crisis intervention skills are required. This position is office and field based. In addition to working in a typical office environment, the Navigator will be required to travel to other agencies and enroll participants into programs. The goal is to work with TGNC communities and partner organizations to identify TGNC individuals currently experiencing or at risk of homelessness in need of support, determine eligibility and appropriate placement, and facilitate enrollment into housing programs.

Duties & Responsibilities:

- Conduct CES survey and housing assessment to determine appropriate housing intervention and service needs. Navigate persons to housing placement with Larkin Street Youth Services.
- Develop and implement an individual housing plan for each qualifying participant.
- Connect program participants to programs and community resources that will support the goal of housing acquisition and stabilization (i.e. benefits advocacy, food pantries, employment services).
- Ensure participants have the necessary items to secure housing (i.e. valid identification, income verification, bank statements).
- Assist participants in the development of and encourage adherence to a personal budget.
- Work with Navigators from other agencies to provide regional team engagement services.
- Assist participants with completing housing applications and securing housing.
- Complete housing applications for submission to Larkin Street Youth Services.
- Follow-up with each participant to ensure they are comfortable with their housing placement and forward their information to OTH Case Manager; Track and document participant follow-up and outcomes.
- Maintain timely and confidential documentation using an electronic medical records database.
 - Attend scheduled staff meetings, OurTransHomeSF team meetings, clinical supervision, and applicable staff trainings.
 - Meet regularly with the Director of Housing Services and Lead Mental Health Clinician.
 - Offer and request feedback on performance, and ensure participants are receiving the best possible services.
- Other related duties and responsibilities to support the working of St. James Infirmary as assigned.

Required 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 extensive knowledge of the sex industry and occupational health and safety issues affecting/impacting Sex Workers and TGNC individuals
- 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 and OTH mission and values, and proven ability to provide outstanding leadership, and work cooperatively with other colleagues and community members with the highest degree of integrity
- Ability to have a “whatever it takes” attitude when working with individuals facing barriers
- Ability to work collaboratively in a team and independently
- Ability to work in a field-based position with flexible hours
- Ability to thrive and multi-task 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. 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.