



JOB ANNOUNCEMENT

Position: Case Manager

Reports to: Program Manager

Type: Full-Time, Non-Exempt

ORGANIZATION DESCRIPTION

Opened in 1998, as a project of San Francisco Network Ministries Housing Corporation (SFNMHC), San Francisco SafeHouse is a 501(c)3 non-profit program that provides supportive services to homeless women surviving sexual exploitation. San Francisco SafeHouse offers both transitional housing and a day program, The Hope Center. SafeHouse staff provides guidance through the women's recovery providing a gender specific response to sexual exploitation, homelessness, and trauma. At both programs, participants are offered intensive case management, trauma informed groups, and a wide array of other services.

POSITION DESCRIPTION

This Case Manager position is located at the Hope Center. The Case Manager is responsible for providing a safe and welcoming environment for clients, developing case plans according to the needs of each client and providing ongoing support to clients as they work toward achieving goals. The hours for this position will be 9:30 am – 5:30 pm Mon-Fri; however, the hours will change to 4:00 pm – 12:00 am (beginning in March, 2023).

SCOPE AND RESPONSIBILITIES:

Direct Services (85%)

- Meet weekly to plan schedules, set goals, develop and update treatment plans and provide individual and group support to participants at the drop-in center
- Assess clients' needs and link them with outside services such as primary medical care, outpatient treatment, government financial assistance etc.
- Coordinate housing waitlist and referrals, and research affordable housing opportunities with participants and assist with completing housing applications
- Facilitate groups and social activities for participants on topics such as wellness, recovery support, and healthy relationships
- Assist with crisis management and safety planning

Administrative Duties (15%)

- Keep detailed files for each individual client and assist with data tracking

- Develop and maintain ongoing relationship with partner organizations and referral sources
- Coordinate community events that are being offered
- Enter report daily into Staff Log and monitor the door and phones
- Attend staff meetings and trainings
- Other duties as assigned

Qualifications:

- Bachelor's degree in Psychology, Social Work, Sociology, or related field or equivalent experience required
- Knowledge and experience related to working with sexual exploitation/trafficking survivors and/or homeless women highly preferred
- Commitment to personal and systemic anti-oppression work
- Understanding of, and experience with, survivor centered approach as well as harm reeducation and trauma informed modalities
- Have outstanding team-building, decision making and leadership skills
- Ability to work evenings
- Competency with Microsoft Office programming including Word and Excel

COMPENSATION: The salary range for this position is between \$62,000-\$65,000 annually, based upon experience. Benefits include vacation days and health/dental/vision insurance.

San Francisco SafeHouse is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.

SafeHouse is committed to centering and supporting the voices of survivor leaders. Applicants with lived experiences of homelessness, sexual exploitation or other overlapping vulnerabilities are highly encouraged to apply

SPECIAL ADA REQUIREMENTS:

San Francisco SafeHouse is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disability and will make reasonable accommodation when necessary. Position requires both standing and sitting and working at a keyboard for extended periods of time.

TO APPLY: Send a cover letter, resume and contact information for 3 references to:
angela@sfsafehouse.org