



JOB ANNOUNCEMENT

Position: Case Manager

Reports to: Program Manager

Type: Full-Time, Non-Exempt

ORGANIZATION DESCRIPTION

Opened in 1998, 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 provide guidance through the women's recovery providing a gender specific response to sexual exploitation, homelessness, and trauma. At both programs, participants are offered therapy, 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 are M-F, 9:30-5:30 with Friday a remote day.

SCOPE AND RESPONSIBILITIES:

Direct Services (85%)

- Provide weekly individual and group support to participants of 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 waiting list, referrals, and any housing related issues.
- Provide follow up support to clients of the SafeHouse graduates.
- Support clients with setting goals and identify tools to reach those goals.
- Facilitate support groups and social activities
- Assist with crisis management and safety planning.
- Translation and interpretation as needed.

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
- Attend staff meetings and trainings

- Other duties as assigned

Qualifications:

- 2 years of experience in a similar setting
- Bilingual & bicultural Spanish, Chinese, Tagalog, Vietnamese, Thai highly preferred.
- Commitment to social justice and understanding of system of oppression.
- Knowledge and experience related to working with sexual exploitation/trafficking survivors and/or homeless women preferred
- Significant relevant direct service experience working directly with vulnerable populations
- Commitment to personal and systemic anti-oppression work
- Understanding of, and experience with, survivor centered approaches as well as harm reduction and trauma informed modalities
- Have outstanding team-building, decision making and leadership skills
- Ability to occasionally work some weekends and evenings
- Competency with Microsoft office programming including excel/word

San Francisco SafeHouse is an affirmative action employer. All interested individuals, including survivors, people of color, women, persons with disabilities, formerly incarcerated people and persons who are lesbian, gay, bisexual, transgender and/or intersex are encouraged to apply.

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. If you have received services at the Hope Center, please allow for 1 year before applying.

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

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 to careers@sfsafehouse.org