



JOB ANNOUNCEMENT

Position: Site Monitor

Reports to: Site Manager

Type: Full-Time, Non-Exempt

ORGANIZATION DESCRIPTION

Opened in 1998, San Francisco SafeHouse is a 501(c)3 non-profit program that provides housing and supportive services to unhoused women who have experienced sexual exploitation or sex trafficking. San Francisco SafeHouse oversees transitional housing, a drop-in center, and housing assistance programs for these survivors. SafeHouse is committed to providing survivor-centered services and support at all of its locations. In response to the public health crisis of COVID-19, SafeHouse is expanding services to include management of a hotel shelter-in-place site for vulnerable unhoused members of the broader San Francisco community.

POSITION DESCRIPTION

SafeHouse is currently hiring site monitors for our new 61 bed mixed gender shelter-in-place hotel site. The hotel monitors are responsible for providing support and oversight to previously unhoused participants identified as having one or more increased vulnerabilities to COVID-19. This is a full time, exempt position. Please note that this position is guaranteed to be funded for 1 year with a potential extension.

SCOPE AND RESPONSIBILITIES:

Direct Services (85%)

- Assist participants with entering and exiting their rooms by controlling key access
- Provide on-site support through meal delivery, provision of supplies and other necessities
- Ensure that participants are following guidelines for occupancy including occupancy limits, curfews and other policies
- Perform at least daily wellness checks for each participant to ensure safety of all participants

- Assist with crisis management and safety planning for participants in regard to mental health symptoms, substance use, interpersonal violence or other concerns
- Translation and interpretation as needed.

Administrative Duties (15%)

- Comply with requirements regarding paperwork for each participant utilizing electronic health records system as requested
- Log entries and exits to the facility and answer phone lines
- Assist Care Coordinators and Site Manager with logging services delivered
- Attend staff meetings and trainings
- Other duties as assigned

Qualifications:

- 1 year of experience in a similar setting preferred
- 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 and comfort in learning electronic records system

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

COMPENSATION: This position is a non-exempt position paid at the rate of \$24.04 per hour. 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 kristen@sfsafehouse.org