



JOB ANNOUNCEMENT

Position: Violence Prevention Housing Coordinator

Reports to: Program Manager, Hope Center

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 drop-in center, 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 housing assistance, intensive case management, trauma informed groups, and a wide array of other services.

POSITION DESCRIPTION

The Violence Prevention Housing Coordinator (VP Housing Coordinator) is responsible for responding to sex workers/trafficking, and domestic violence survivors, who have experienced, or are at high risk for violence, by providing them with emergency housing and long-term supportive services as desired. Hours for this position will be Monday – Friday; 4:00 pm – 12:00 am.

SCOPE AND RESPONSIBILITIES:

Direct Services (80%)

- Assist at-risk sex workers in securing emergency housing/hotel stays
- Administer emergency housing vouchers
- Meet with sex workers on site in temporary housing to assess for, and provide resources around, long term support options, including services through SafeHouse and other agencies.
- Assist participants in applying for permanent housing
- Conduct periodic outreach in the mission district in collaboration with St. James Outreach team as needed

Administrative Duties (20%)

- Develop partnerships with local SROs and hotels in order to secure emergency housing for violence survivors

- Maintain records of client contacts, administered housing vouchers and other relevant information
- Assist with the development of outreach materials, educational materials as needed
- Participate in weekly staff meetings and individual supervision at the Hope Center.
- Other duties as assigned.

Qualifications:

- Highly preferred if candidate has worked in the sex trades, has ties to and an understanding of or has other relevant lived experience
- Bilingual English/Spanish preferred
- Commitment to social justice and anti-oppression work, both personally and structurally
- 2 years of related community-based work experience preferred
- Proficiency in Microsoft Office, including Word and Excel
- Ability to work independently and in a team environment
- Ability to work on weekends and evenings.

COMPENSATION: Salary for this position is \$29.80/hr. (\$62,000) annually. This position will be eligible for full benefit and company-matched retirement plan.

San Francisco SafeHouse is an equal opportunity 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.

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