

## HOSPITALITY HOUSE

### **JOB ANNOUNCEMENT**

**TITLE:** **Bilingual Case Manager (Bilingual Spanish/English)**  
**REPORTS TO:** Program Manager, Shelter Program  
**COMPENSATION:** \$41,724 annually, plus benefits  
**STATUS:** Full-time, non-exempt, union position  
**SCHEDULE:** Mondays 10am-6pm, Tuesday-Friday 2pm-10pm  
**DEADLINE:** Open until filled. Internal deadline is 5pm, Wednesday, October 10, 2018;  
No exceptions.

#### **ORGANIZATION DESCRIPTION:**

Founded in 1967, Central City Hospitality House is a progressive, community-based organization located in San Francisco's Tenderloin neighborhood that provides opportunities and resources for personal growth and self-determination to homeless people and neighborhood residents. Our mission is to build community strength by advocating policies and rendering services which foster self-sufficiency and cultural enrichment. We use a peer-based approach and encourage participation from our constituents on various levels of decision-making and service-delivery.

Hospitality House has six programs. The Tenderloin Self-Help Center and Sixth Street Self-Help Center are behavioral health-based community centers that provide a range of emergency and support services using a low-threshold, peer-based, self-help model. The Shelter Program is a small men's dormitory that provides basic emergency shelter as well as one-on-one case management. The Community Arts Program is a unique space where individuals can create, house and sell artwork, offering open studio hours, workshops, a creative writing class, and an opportunity for artists to exhibit and sell their work. The Community Building Program includes a peer volunteer training program, program activities, and the Healing, Organizing & Leadership Development Program which is a peer internship community organizing program for participants impacted by trauma. The Employment Program offers job readiness services, employment and training resources, and job search support through two neighborhood-based employment resources centers. All programs work together to provide a range of support, resources, and opportunities for people to achieve stability and self-sufficiency.

#### **POSITION DESCRIPTION:**

Under the supervision of the Program Manager, and in conjunction with the Case Management Team, the Case Manager will provide crisis counseling and case management support to homeless adults in order to support them in moving from the Shelter Program into a more stable living situation. In addition, the Case Manager will act as an access point for residents into the broader spectrum of substance abuse treatment, medical, and community mental health systems in San Francisco. Further, the Case Manager will work with residents on developing various life skills that are necessary for successful housing retention once they move out of the shelter; this includes money management/budgeting, housekeeping, and other skills.

#### **QUALIFICATIONS:**

- **Bilingual Spanish/English required.**
- BA in Social Work, Psychology, Counseling or related field preferred plus two years recent experience in case management with specific expertise in working with people who have mental health and/or substance use issues. Masters degree in related field plus experience in mental health and/or substance use issues strongly preferred.
- Must have previous experience with client-centered case management, including creating and implementing case plans and linking individuals to various San Francisco housing and treatment programs in San Francisco.
- Previous personal experience with poverty, homelessness, mental illness and/or substance use issues strongly preferred.
- Must be able to engage successfully and work patiently with individuals who have multiple barriers to stability and have difficulty engaging with service providers. Must be willing and able to develop effective relationships following harm reduction principles.

- Must have the ability to work professionally and ethically in a team setting, including the ability to maintain confidentiality, stay focused on participants' case plans, and follow through on commitments in a timely and efficient manner.
- Must have excellent interpersonal communication and listening skills, good writing skills, and excellent documentation skills.

**RESUME & COVER LETTER TO:**

Central City Hospitality House/Shelter Case Manager Search  
290 Turk Street, San Francisco, CA 94102 or [personnel@hospitalityhouse.org](mailto:personnel@hospitalityhouse.org)

*Please specify the position for which you are applying. Please NO PHONE CALLS or VISITS.*