

HOSPITALITY HOUSE
JOB ANNOUNCEMENT

TITLE: Program Coordinator, Sixth Street Self-Help Center
REPORTS TO: Program Manager
COMPENSATION: Depending on Experience; annually plus benefits
STATUS: Full-time, exempt, non-union position; Monday through Friday 2pm-10pm.
DEADLINE: Open until filled. Internal deadline is 5pm, Wednesday, April 24, 2019 no exceptions.

You must submit both a resume AND a cover letter to apply for this position, otherwise your application will not be considered.

POSITION DESCRIPTION:

The Program Coordinator is responsible for oversight of the Sixth Street Self Help Center and Tenderloin Self Help Center during evening hours. The Program Coordinator is responsible for provision of services that are consistent with the agency's mission, philosophical principles, and ethical standards. This position provides supervision and training of staff; oversees adherence to policies and procedures; coordinates facility upkeep and maintenance; interacts directly with participants regarding program concerns.

QUALIFICATIONS:

- 3 years experience working with people experiencing poverty, homelessness, mental health issues, active drug use, life-threatening illnesses, social disenfranchisement, and/or other related issues.
- Demonstrated understanding of mental health issues and substance use dynamics; familiarity with current concepts of harm reduction and its application; understanding and sensitivity to diverse participant backgrounds.
- 2 years supervisory experience in a community program or BA/MA degree in related field with relevant supervisory experience. Previous supervisory experience *desired*, including familiarity with progressive disciplinary procedures.
- Experience adhering to grant reporting requirements, casework, and documentation of services.
- Demonstrated commitment to peer-oriented service-delivery strategies; to non-medical, self-help program models; and to participant involvement processes.
- Must be reliable, highly organized, attentive to detail, and able to multi-task.
- Bilingual Spanish strongly preferred.

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 Resource Center 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.

RESUME, COVER LETTER & SALARY REQUIREMENTS TO:

Hospitality House/ Program Manager Search

290 Turk Street

San Francisco, CA 94102

or personnel@hospitalityhouse.org

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