

## **HOSPITALITY HOUSE** **JOB ANNOUNCEMENT**

**TITLE:** Employment Program Coordinator  
**REPORTS TO:** Program Manager, Employment Program  
**COMPENSATION:** \$62,400 annually, plus benefits  
**STATUS:** Full-time, non-exempt, non-union position  
**DEADLINE:** Open until filled. Internal deadline is Friday, June 28<sup>th</sup> by 5:00 PM; 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 that 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. All programs provide a range of individual support, community resources, and employment and housing opportunities to help residents rebuild their lives, celebrate creativity, achieve stability, and strengthen community connection.

Hospitality House has six integrated programs at five locations in our core neighborhoods. The Tenderloin Self-Help Center and Sixth Street Self-Help Center are two behavioral health-based community centers that provide emergency and support services, benefits advocacy, housing referrals and access to individual therapy using a low-threshold, peer-based, self-help model. Together, these centers reach thousands of community residents every year. The Shelter Program now includes a 65-room Shelter-In-Place hotel that fosters a thriving community among persons previously experiencing homelessness, and helps residents improve their quality of life through 24-hour staffing and support, daily wellness visits, on-site meals, one-on-one case advocacy, and access to individual therapy. The Community Arts Program is the City's only free fine arts studio for low-income artists offering skills workshops for artists to hone their talents, open studio hours, ceramics, silk-screening, and other classes, with gallery & exhibition space for artists to sell their work – and keep 100% of the proceeds. The Community Building Program includes weekly support groups, volunteer opportunities, civic engagement activities, and the Healing, Organizing & Leadership Development Program, featuring trauma-informed healing and activism for community residents. The Employment Program offers job readiness and barrier removal services, job training resources, and vocational assessment, and job fairs and placement assistance through two neighborhood-based resource centers.

### **POSITION DESCRIPTION:**

The Program Coordinator is responsible for supporting the oversight of the Employment Program. The Program Coordinator is responsible for the provision of services that are consistent with the agency's mission, philosophical principles, and ethical standards. This position provides supervision and training of staff; coordination of employment events; oversees adherence to policies and procedures; interacts directly with participants regarding program concerns.

### **QUALIFICATIONS:**

- 3 years of 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.
- 1 year of supervisory experience in a community program or BA/MA degree in a 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 is strongly preferred.
- Excellent computer literacy skills
- Scheduling of program work and overseeing daily operations, coordinating program activities
- Previous personal experience with poverty, homelessness, mental illness 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 housing and job training programs in the San Francisco Bay Area.

- 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 program case plans, and follow through on commitments in a timely and efficient manner.
- Ability to take initiative with limited direction.
- Comfortable building relationships through face-to-face conversations.
- Must have excellent interpersonal communication and listening skills.
- Must have good writing skills, and documentation skills.
- Willingness to learn coaching and motivational interviewing.
- Commitment to social justice and personal & professional development.

**Hospitality House is an equal opportunity employer.** We enthusiastically accept our responsibility to make employment decisions without regard to race, religious creed, color, age, sex, gender, sexual orientation, gender identity, national origin, religion, marital status, medical condition as defined under State law, disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, state, and/or local laws and ordinances. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

**RESUME & COVER LETTER TO:**

Hospitality House/ Employment Program Coordinator (Employment Program)  
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.***