

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

**TITLE:** Temporary Bilingual Case Manager (Bilingual Spanish/English)  
**REPORTS TO:** Program Manager, Sixth Street Self Help Center  
**STATUS:** Full-time, non-exempt  
**COMPENSATION:** \$30.20/hr , not eligible for benefits  
**SCHEDULE:** Work hours: Monday - Friday, 7am-3pm  
**DEADLINE:** Open until filled.

**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.

Hospitality House has six integrated programs at four 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 is a small men's congregate emergency shelter that provides one-on-one case management and advocacy, daily meals, and wellness support for up to 22 men each night. 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, vocational assessment, job fairs, and placement assistance through two neighborhood-based resource centers.

All programs provide 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 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, or local laws and ordinances. Pursuant to the San Francisco Fair Chance Ordinance, we will consider employment-qualified applicants with arrest and conviction records.

**POSITION DESCRIPTION:**

Under the supervision of the Program Manager, and in conjunction with the Case Management Team, the Case Manager will provide counseling, crisis intervention, and case management support to individuals who access the Self-Help Center. Case Managers will assist in addressing housing needs, mental health issues, substance use issues, medical needs, and benefits and legal advocacy, employing the approaches of harm-reduction and self-help. Case Managers will engage participants and maintain relationships with them, which includes provision of intakes and assessments; service plan development; supporting participants in reaching their stated goals; and facilitating support groups. In addition, Case Managers will act as an access point for participants into the broader spectrum of substance abuse treatment, medical, and community mental health systems in San Francisco.

**QUALIFICATIONS:**

- **Bilingual Spanish/English required.**
- 3 years' experience working with people experiencing poverty, homelessness, mental health issues, active drug use and/or other related issues OR a BA/BS in Social Work, Psychology, Counseling or related field plus two years' recent experience in case management with specific expertise in working with people who have mental health and/or substance use issues.
- 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 treatment 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 participants' case plans, and follow through on commitments in a timely and efficient manner.
- Must be able to comply with and manage caseload requirements for City & County data collection and management systems.
- 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.

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**RESUME & COVER LETTER TO:**

Central City Hospitality House/Bilingual Case Manager SSHC  
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.***