



## **JOB ANNOUNCEMENT**

**Position:** EHV Housing Coordinator

**Reports to:** Program Manager

**Type:** Full time, Non-Exempt

## **ORGANIZATION DESCRIPTION**

Opened in 1998, San Francisco SafeHouse is a 501(c)3 non-profit program that works to empower and support womxn who are experiencing housing instability and sexual exploitation or trafficking, by creating survivor-centered spaces, services, advocacy, and community education. 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 EHV Housing Coordinator is located at Hope Center and will be responsible for assisting clients who have received emergency housing vouchers for survivors. These vouchers are a form of tenant-based rental assistance under Section 8, funded through the American Rescue Plan. This position will support survivors in all aspects of the housing process as well as provide ongoing case management support. Hours for this position will be Monday – Friday; 4:00 pm – 12:00 am.

## **SCOPE AND RESPONSIBILITIES:**

### **Direct Services (80%)**

- Support participants in filling out HUD application as well as obtaining and providing any other necessary documentation
- Actively assist participants in securing housing units through landlord advocacy, housing search and accompaniment to housing appointments
- Coordinate all move in logistics with participant, and leverage existing furniture and supplies programs to assist with household set up
- Provide ongoing regular case management to all placed participants for at least 1 year post move-in
- Act as a liaison between participant and property management companies, landlords, fellow tenants and other stakeholders as appropriate

### **Administrative Duties (20%)**

- Identify potential candidates for the EHV program from SafeHouse's program roster as well as HSH's coordinated entry system
- In collaboration with Program Manager develop system of prioritization for candidates which reflects stated program goals and requirements
- Maintain records of client contacts, administered housing vouchers and other relevant information
- Participate in routine staff and supervision meetings
- Other duties as assigned

**Desired Qualifications:**

- Highly preferred if candidate has lived or adjacent experiences of being unhoused or has otherwise personally relevant experience with our mission statement
- Bilingual in second language a plus
- Commitment to social justice and anti-oppression work, both personally and structurally
- 2 years of related community based work experience preferred
- High degree of proficiency in Microsoft Office, including Word and Excel, confidence navigating online application systems and housing websites
- Ability to work independently and in a team environment

**COMPENSATION:** \$29.80/hr. (\$62,000 annual). Benefits include health/dental/vision, matched retirement plan, generous vacation and sick leave.

SFNMHC is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.

**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.

**TO APPLY:** Send a cover letter, resume and contact information for 3 references to [angela@sfsafehouse.org](mailto:angela@sfsafehouse.org)