



St. Francis Center (SFC), a ministry of the Episcopal Diocese of Colorado, was established in June 1983. SFC is a refuge for individuals who are homeless in the metro Denver area, providing shelter along with services that enable people to meet their basic needs for daily survival and to transition out of homelessness.

St. Francis Center's programs and services are tailored toward adults and focus on daytime shelter, social services, health and wellness, housing, employment, and outreach. At SFC, guests\* have the opportunity to work with a variety of specialists, depending on their individual needs, which is often the first step toward transformation and ultimately self-sufficiency.

\* SFC staff and volunteers refer to those we serve as "guests" because of our strong commitment to hospitality; welcoming everyone and treating each person with dignity and respect.

### **JOB POSTING – PEER NAVIGATOR**

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| <p><b>POSITION TITLE:</b> Peer Navigator</p> <p><b>PRIMARY LOCATION:</b> 2323 Curtis St, Denver, CO</p> <p><b>REPORTS TO:</b> Director of Social Services/Peer Navigator Supervisor</p> <p><b>DATE:</b> November, 2020</p> | <p><input type="checkbox"/> EXEMPT    <input checked="" type="checkbox"/> NON-EXEMPT</p> <p><input checked="" type="checkbox"/> FULL-TIME    <input type="checkbox"/> PART-TIME    <input type="checkbox"/> ON-CALL</p> <p><input checked="" type="checkbox"/> PERMANENT    <input type="checkbox"/> TEMPORARY</p> |
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#### **POSITION OVERVIEW**

This Peer Navigator position will work in the St. Francis Center (SFC) Day Center, and engage SFC guests accessing services with the intent of assisting homeless individuals into moving out of shelter and into more permanent living environments, with the goal of rapid resolution. While this position reports directly in day-to-day tasks and responsibilities to the Director of Social Services, this position is also part of a community cohort, and will also be supervised by a Peer Navigator Supervisor who is employed at the Denver Rescue Mission (DRM). DRM supervision will occur to support the SFC Peer Navigator, assist with individual cases that may require extra work, and help ensure that overall program/cohort goals and objectives are being reached.

#### **PRIMARY RESPONSIBILITIES (Other duties may be assigned)**

- Engage and develop rapport with Day Center guests experiencing homelessness, primarily at the point of entry, with the goal of entering into Peer Navigation relationships that can help the guest move out of shelter and into more permanent housing, utilizing trauma informed practices and person-centered methods.
- Assist guests with accessing cash and non-cash benefits, referrals, and resources available in the community that can assist a guest in exiting homelessness.
- In collaboration with the Peer Navigator cohort, utilize systems to reduce barriers to housing and promote exit from the homeless system.
- Timely data entry in HMIS tracking guest goals, outcomes, assessments, referrals, and other information as necessary.

- Helping guests acquire transportation, and, as necessary, accompanying guests, to appointments for medical, behavioral health, benefits, or other necessary services.
- Assistance with the provision of general basic services available at the Day Center as needs arise.
- Occasional accompaniment with the SFC Outreach Team as needed to engage members of the community experiencing homelessness.
- Liaise and coordinate supportive services within SFC and from other organizations who are part of the cohort to assist guests with services most available during daytime hours and being able to coordinate overnight services with other providers as necessary.

### **EDUCATION (MINIMUM REQUIREMENTS)**

- High School Diploma or GED equivalent

### **KNOWLEDGE, SKILLS, AND EXPERIENCE**

- Peer Navigator must have experienced homelessness prior to this position and be stably out of homelessness for at least one year.
- Ability to manage conflict, mitigate/respond to stressful situations and engage traumatic stories.
- Ability to understand and maintain professional boundaries.
- Ability to listen with care, treat guests with respect and dignity, and respond to each individual's unique needs.
- Willingness to participate in SFC and cohort trainings to complement the Peer Navigator's skills and abilities and provide Peer Navigation services in a trauma-informed manner that is relatively consistent across the entire cohort.
- Basic computer skills necessary, and familiarity with Microsoft Office programs a plus.
- Willingness and ability to work with people from a variety of racial, cultural, social, and economic backgrounds with various lifestyles, sexual orientations, and of all ages and genders.

### **PHYSICAL/MENTAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, hear, taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- There will be a variety of people within the shelter at any time of varying personalities and backgrounds. Additionally, while the environment is generally peaceful, some individuals who enter the Day Center can exhibit erratic, unpredictable, and even at times violent behavior. All staff are trained in how to handle situations in a way that promotes the safety of other staff, volunteers, and guests.

- While performing the duties of this job the employee is regularly exposed to outdoor weather conditions.
- Other hazards may involve exposure to occasional loud noise, exposure to illness or unsanitary hygiene, and exposure to common household chemicals.

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## **COMPENSATION AND BENEFITS**

Salary: starts at \$15/hour

This is a full-time, non-exempt position, 40 hours/week. Schedule may include some periodic weekend support of Basic Services but will otherwise consist of a weekday schedule.

This is a full-time, non-exempt position with a robust benefits package including:

- Employer-paid health insurance with an HRA plan
- Employer-paid dental insurance
- Employer-paid life insurance after 1 year of employment
- Robust pension plan after 1 year (5% plus a dollar-for-dollar match of contributions up to 4% of earnings)
- Generous Employer-paid sick/vacation leave

## **TO APPLY**

Qualified persons may apply by sending a cover letter, résumé, and three professional references to [applications@sfcdenver.org](mailto:applications@sfcdenver.org). Résumés without a cover letter will not be considered. Invitations for interviews will be extended upon review of qualified candidates.

E-mail: [applications@sfcdenver.org](mailto:applications@sfcdenver.org), On the e-mail subject line, please write "Peer Navigator"

Individuals with criminal backgrounds are invited to apply. All SFC employees undergo a background check.

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Saint Francis Center is an Equal Opportunity Employer.