



SAINT
FRANCIS
CENTER

Employment Contact

Applications@SFCDenver.org

www.SFCDenver.org

St. Francis Center (SFC), a ministry of the Episcopal Diocese of Colorado, was established in June 1983. SFC is a refuge for men and women 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 adult women and men, 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 DESCRIPTION

POSITION TITLE: Peer Navigator - S.O.L.E.

PRIMARY LOCATION: 2323 Curtis St, Denver, CO

REPORTS TO: Outreach Assistant Director

DATE: November, 2020

EXEMPT NON-EXEMPT

FULL-TIME PART-TIME ON-CALL

REGULAR TEMPORARY

POSITION OVERVIEW

The Peer Navigator Outreach position will work alongside the Street Outreach team at St. Francis Center (SFC), and more directly with the Strategic Outreach to Large Encampments (S.O.L.E.) team, a five-person team made up of partner agencies, dedicated to large camp engagement requests by the City.

This is full-time, non-exempt position, offers a five day work week, generally Monday-Friday. Schedule may include some periodic weekend support of our day center operation, but will otherwise consist of a weekday schedule determined in conjunction with the other SOLE agencies and the Director of Outreach.

Position includes paid-time-off benefits, and full covered employee health and dental insurance. Basic life insurance and 403(b) pension plan are also available after 1 year of employment.

PRIMARY RESPONSIBILITIES (Other duties may be assigned)

1. Engage and develop rapport with our unsheltered community members with the goal of entering into peer navigation relationships that can help invite the person into services, utilizing relevant personal experience, trauma informed practices and person-centered methods.
2. Assist community members with short-term access to community referrals and other resources available in the moment.

3. Timely data entry in HMIS tracking guest goals, outcomes, assessments, referrals, and other information as necessary.
4. Helping guests acquire transportation, and, as necessary, accompanying guests, to appointments for medical, behavioral health, benefits, or other necessary services.
5. Assistance with the greater SFC Outreach team as needed to engage members of the community experiencing homelessness.
6. Liaise and coordinate supportive services within SFC and from other organizations who are part of the SOLE team to assist guests with services during daytime hours, and being able to coordinate overnight services with other providers as necessary.
7. Leverage peer navigation experience with other community peer navigator programs to help build and expand one's skill set and to improve this model of service.
8. As part of an agency whose mission is to serve those experiencing homelessness during the daytime hours, assist in helping support day center operations in certain circumstances and participate in other required agency meetings and ongoing trainings.
9. As an extension of the Denver Street Outreach Collaborative (DSOC) that coordinates supportive services and housing placement for persons who are homeless, regular coordination and participation in DSOC meetings, trainings, and activities will be expected.

EDUCATION (MINIMUM REQUIREMENTS)

- High School Diploma or GED equivalent

KNOWLEDGE, SKILLS, AND EXPERIENCE

1. The Peer Navigator position requires lived experience with homelessness and/or with behavioral health (MH and/or substances) challenges, with demonstrated housing stability of at least two years or more.
2. Previous peer mentoring experience with persons experiencing homelessness and/or behavioral health challenges preferred.
3. Ability to manage conflict, mitigate/respond to stressful situations and engage traumatic stories.
4. Ability to understand and maintain professional boundaries.
5. Ability to listen with care, treat guests with respect and dignity, and respond to each individual's unique needs.
6. Willingness to participate in SFC and other 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.
7. Basic computer skills necessary, and familiarity with Microsoft Office programs a plus.
8. 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 AND WORK ENVIRONMENT

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.

1. Able to read computer screens and printed documents.
2. Able to communicate well with employees and clients.
3. Able to write, type, and use cell phones.
4. Ability to engage with clients on streets, under bridges, in homeless camps, in jail, in hospital and other outreach locations.
5. Able to be on feet and mobile up to 8 hours per day, often in inclement weather.
6. Able to lift 50 lbs. sometimes and 20 lbs. often.

The Peer Navigator will primarily work outside of the office, on the streets and / or in a vehicle. The work week schedule is Monday-Friday, 8am-4pm.

SALARY/BENEFITS

Salary: \$16.15 - 17.50/hour

This is a full-time non-exempt position with benefits package including sick / vacation leave, employer-paid health and dental insurance, life insurance and retirement plan.

TO APPLY

Qualified persons may apply by sending a cover letter and resume to applications@sfcdenver.org. Your cover letter should explain how the position fits into your professional goals. Resumes without a cover letter will not be considered. Invitations for interviews will be extended upon review of qualified candidates until the position is filled.

E-mail: applications@sfcdenver.org. On the e-mail subject line, please write "Peer Navigator Position"

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

DISCLAIMER: This is not necessarily an exhaustive list of all the responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job description or to require

that other or different tasks be performed as assigned. This job description does not constitute a contract of employment and Saint Francis Center may exercise its employment-at-will rights at any time.

Saint Francis Center is an Equal Opportunity Employer.