



SAINT  
FRANCIS  
CENTER

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. Our 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.

We are currently looking for a **Housing Placement Case Manager**. This is a Full-Time, non-exempt position eligible for an excellent benefit package as outlined below.

### **POSITION OVERVIEW**

This position works with 2 different housing oriented programs in the Social Services Dept. – Rapid Resolution and ESG Homelessness Prevention. Rapid Resolution is a short-term intervention designed to give one time financial assistance and case management for guests who need short term support to attain a stable housing situation. Homeless Prevention is a longer term intervention designed to prevent individuals who are at risk of becoming homeless from losing their housing (which may include an apartment, long-term hotel or “couch surfing” with family or friends which is coming to an end). This intervention includes a variable rental subsidy and case management of contacting each participant at least once per month. This position will also participate in morning “resource navigation hours” up to 3 times per week and participate in a half day shift with Core Services one Sunday every 3-4 months.

### **Job Responsibilities:**

- Work in partnership with other SFC departments as well as other community providers to connect with individuals in need of services that fit with the grant programs.
- Cultivate a detailed understanding of the different requirements of each grant assigned to this position so as to be able to screen for eligibility for either one.
- Work collaboratively with Homelessness Prevention clients to complete a housing barriers assessment and a housing stabilization plan to be updated periodically as goals or circumstances change.
- Keep all electronic and paper files up to date with required documentation including case notes, income verification documents, housing stabilization plans, etc.
- Participate in morning resource navigation hours for SFC guests and keep aware of currently available services and resources in the Denver area
- Travel to other sites as needed to perform housing quality inspections, deliver checks, meet with clients or other community partners as needed to achieve necessary tasks for the position
- Keep informed on public benefits at the local and federal level so as to be able to refer clients to programs they may qualify for and assist with application process for these programs if client has difficulty completing without assistance
- Obtain and/or create all needed documentation and paperwork for the financial assistance aspects of each program and record expenses timely in shared tracking document to ensure compliance with budgets for month/grant year



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**Requirements/Qualifications:**

- M.S.W. or equivalent credentials in a related field preferred. 3-5 years of experience in a case management role is also acceptable.
- Two or more years of experience working with people in poverty or homelessness essential.
- Ability to listen with care, treat guests with respect and dignity, and respond to each individual's unique needs.
- Exceptional knowledge of resources in Denver and surrounding counties for people who are homeless or seeking resources.
- Demonstrated problem solving, conflict mediation, crisis management, customer service, interpersonal, and oral communication skills.
- Strong interviewing skills with the ability to draw out potential resource information.
- Ability to manage agency funds with discretion and accuracy.
- Experience in data collection and record keeping with attention to detail and accuracy.
- Basic knowledge of Housing First principles, Trauma Informed Practices, Harm Reduction and motivational interviewing.
- Excellent organizational and time management skills.
- Reliable transportation, Colorado-mandated automobile insurance, valid Colorado Driver's License, and good driving record required.
- Ability to speak Spanish desired
- Experience with Emergency Solutions Grants funding a plus

**Compensation and Benefits:**

\$18.50/hour

This is a full-time, non-exempt position, Monday through Friday.

The position is eligible for 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

**How To Apply:**

Qualified persons may apply by sending a cover letter, résumé, and three references to Chrissy Witzburg at [chrissy@sfcdenver.org](mailto:chrissy@sfcdenver.org) or [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 until the position is filled.

*St. Francis Center is an Equal Opportunity employer.*



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*St. Francis Center (SFC) strives to create a more just, diverse, equitable, and inclusive society for our community members who experience homelessness and turn to us for refuge. This begins with how we serve our guests and residents as well as how staff, volunteers, and board members treat each other. SFC acknowledges that, as a community, we can always do better by learning from the past and by celebrating and including all voices. SFC commits to learning and growing as we consistently strive for a more equitable and inclusive society.*