



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. 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 **Core Services Staff (FT or PT)**. This is a non-exempt position that *may be* eligible for an excellent benefit package as outlined below.

## **POSITION OVERVIEW**

Core Services staff works primarily in the day center which provides emergency shelter and services to people experiencing homelessness (guests). Core Services staff must be able to work as a team with other staff and volunteers in order to implement the day center's mission of providing a safe, peaceful, clean, and respectful environment where guests can meet their basic needs and access supportive services to work towards housing. In addition to the direct services provided by the center, each full-time Core Service staff member has one or more additional "desk duties", which may be administrative, supervisory and/or supportive roles to ensure the day center's efficient daily operation according to the vision and mission of the department and organization (Desk Duties do not apply to Part-Time or On-Call Core Services Staff).

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

### *Direct Care and Services*

- Greet day center clients as they enter the building (must ascertain whether client is appropriate to enter the facility)
- Provides relevant information and referrals for shelter guests
- Provides/monitors direct services (showers, clothing room, storage and mail, etc.)
- Trains new staff, interns and volunteers in various day center stations as needed
- Upholds policies/standards that govern shelter activity; maintains high standards related to safety, efficient service provision, guest care, and shelter cleanliness
- Works with other Core Service team members to handle crisis situations including responding to seizures and other medical emergencies, responding to conflict and fights among guests, confronting agitated or inappropriate guests, providing appropriate back-up to team members and volunteers, etc.

### *Other Duties and Requirements*

- Sorts mail
- Performs cleaning duties including laundry, end of day cleaning, etc.
- Purges items left overnight according to shelter policy
- Performs weekly storage purge as assigned
- Participates in daily shift change meeting including discussing incidents, typing daily notes, recording guest time-outs and/or conditions to return, etc.
- Participates in all weekly Core Service department meetings and monthly "All Staff" meetings
- May participate in organizational or departmental workgroup(s) or subcommittee(s)
- Performs additional assignments and responsibilities ("desk duties") which may include one or multiple of the following: supervisory role, administrative tasks, assisting other departments, etc.

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

- High School Diploma or GED equivalent
  - At least 6 months of work experience working in a shelter environment and/or working with individual experiencing addictions and mental health challenges preferred
  - Ability to work with and communicate effectively with a diverse population including staff, volunteers, and guests
  - Strong professional boundaries
  - Attention to detail and ability to multitask
  - Ability to de-escalate people in crisis
  - Computer literacy, including basic proficiency in MS Office, Outlook, and Excel
  - Ability to complete and implement Trauma Informed Practices, Restorative Practices, Mental Health First Aid and CPI/de-escalation trainings, as well as other trainings deemed necessary by the organization or department
  - Proficient in Spanish preferred
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## **SALARY/BENEFITS**

Salary: \$17.45 - \$21.81/hour

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

- Employer-paid health insurance with an HRA plan
- Employer-paid dental insurance
- Employer-paid life insurance after 1 year of employment
- Robust retirement 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 and resume to [applications@sfcdenver.org](mailto: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](mailto:applications@sfcdenver.org). On the e-mail subject line, please write " Core Services Staff"

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

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In accordance with the City of Denver's Public Health Order - New employees will be required to provide proof of vaccination **PRIOR** to their start date or obtain a Medical/Religious exemption **PRIOR** to date of hire.

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Saint Francis Center is an Equal Opportunity Employer.

*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*

Core Services Staff Member  
Saint Francis Center

*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.*