



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 **Safe Outdoor Space Site Coordinator**. This is a Full-Time, nonexempt position eligible for an excellent benefit package as outlined below.

POSITION OVERVIEW

The SOS Site Coordinator will work in collaboration with the SOS Manager and SOS Assistants to ensure that the SOS space provides a safe, stable, healing, and supportive environment for residents, staff, volunteers, and the broader community. Specifically, the SOS Site Coordinator will support SOS Manager in their leadership to the Safe Outdoor Space operations and programming as outlined below.

The expected schedule, specific tasks related to primary focus areas, as well as other responsibilities for this position are listed below:

Schedule/ Hours

- 40 hrs/wk on site at SOS, 10-hr shifts and/or 30 hrs/wk on site at SOS, 10-hr shifts
- Additional time will be spent in organizational meetings, meeting with external partners and coalitions, meeting with SOS residents, etc.

PRIMARY RESPONSIBILITIES (Other duties may be assigned)

Key Area #1 - SOS Operations

- Resident Intake
 - Wellness Screening
 - Overview of all Policies, Rights, and Responsibilities
 - Intake Form with basic information for HMIS data entry
 - Signed Use Agreement whereby resident acknowledges understanding and agreement to abide by all policies, rights, and responsibilities
- Resident Participation
 - Complete and record Daily Wellness Screening using sign-in log sheets
 - Perform sites walks in coordination with SOS Assistant
 - Monitor daily activities using the Daily Activity Log. This includes issues, incidents, and other notable occurrences
- Accountability/Complaints/Compliance
 - The main point of contact when SOS Manager not available on site
 - Complete all Public Health cleaning and food temp logs are completed
 - Ensure Resident compliance with SOS Use agreements, and notify residents when they are not in compliance. Track and record these notifications, follow-up plans, etc.
 - Report resident accountability and non-compliance to SOS Manager

- Support SOS Manager with Resident accountability process including exiting residents when appropriate
- Communication with SOS residents while providing stable, trauma-informed interactions with residents
 - Ensure information is distributed to SOS residents effectively, including outreach schedule, resources, etc.
- Resident Selection Coordination
 - Maintain a database for resident selection
 - Connect with external partners to help find appropriate candidates
 - Encourage residents to help find candidates
 - Coordinate/Facilitate Interview Process
 - Support a resident selection process that promotes equity

Key Area #2 - SOS Programming

- Personal SOS resident support
 - Build Relationships with SOS residents
 - Build relationships and establish rapport with residents
 - Support residents with progressing towards housing and employment goals
 - Connect SOS residents to resource navigation
 - Connect SOS residents to personal crisis support as needed
- Assist with coordination of Community Dinners
 - Assist with coordination of volunteers, external partners to bring meals - Take A Meal Coordination
 - Prepare space and set up for dinners
 - Make sure plates and utensils are available

Key Area #3 - Conflict Management and Crisis Response

- Conflict Management and Resolution coordination with SOS Manager
 - Promote conflict resolution among residents
 - Ensure that conflict is managed and resolved in a non-violent manner
 - Ensure follow-through on conflict resolution agreements
 - Submit records of conflict management and resolution to supervisor
- Violence/Threats of Violence coordination with SOS Manager
 - If violence or threats of violence break out at the SOS, support the SOS community by responding and reporting to SOS Manager
 - Exit residents as necessary in partnership with SOS Manager

Key area #4 - Metrics and Reporting

- Conduct HMIS data collection/input on an ongoing basis
- Support SOS manager with data collection and reporting, as needed

Other Responsibilities

- Other duties as assigned.
- We are a small, dynamic team, and at times everyone is required to do a bit of everything. You may be asked to take on other responsibilities from time to time, but these should not get in the way of your ultimate responsibility, which is supporting the SOS community and the individuals that reside there.

KNOWLEDGE, SKILLS, AND EXPERIENCE

- Experience, competence, and sensitivity in working with chronically homeless individuals, especially those who have difficulty engaging in treatment, suffer from mental illness or substance addiction, or are otherwise impaired or disconnected.
- Those with lived experience with recovery from homelessness, mental health, or substance misuse strongly encouraged to apply
- Awareness of and aptitude for practicing the precepts of Trauma-Informed Care, Non-Violent crisis de-escalation, and Anti-racist, anti-oppression lens
- Ability to communicate effectively with diverse populations, and to deliver services in a culturally-competent manner.
- Skill in negotiating and mediating, particularly in sensitive situations.
- Ability to make sound decisions, using available information while maintaining appropriate confidentiality.
- Ability to function as a member of an interdisciplinary team and work with collaborating agencies.
- Ability to manage tasks and activities in an environment that often includes interpersonal conflict and chaos.
- Good time management skills and the ability to meet a timeline
- Skill in operating office equipment such as computers, software (e.g., Microsoft Word, Excel, Office 365, e-mail), and telephones.
- Skill in oral and written communications.
- Creativity, flexibility, Resilience

SOS Site Coordinators will primarily work outside of a traditional office.

SALARY/BENEFITS

\$18.85 - \$23/55/hour, commensurate with experience. This position requires a flexible schedule, including some nights, evenings, and weekends.

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

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.

On the e-mail subject line, please write "SOS Site Coordinator"

E-mail: applications@sfcdenver.org

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

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.

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 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