



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

### **POSITION OVERVIEW**

The team provides comprehensive case management services to people who are transitioning out of homelessness. Works collaboratively with other service providers in the community to provide optimum coordination, communication and continuity of services for residents and potential residents of the housing program.

### **Job Responsibilities:**

**Resident Activities Coordinator:** Responsible for creating and implementing community building and activities program for Cornerstone and Senior Residents. Coordinate and schedule resident events including Comfort Food Café, in house community activities, nature and cultural trips and essential resource access trips including foodbank, laundry, and grocery; provide technical support to residents to learn to manage their smart phones, computers other devices; drive 15 passenger minibus and transport residents to activities. Create a culture of warmth, trust, and resident accountability for appropriate behavior. Activities Coordinator will work some evening and weekend hours.

**Case Management:** Provide case management, under the supervision of the housing director, to a small number of stable housing residents in independent living apartments who have a history of trauma and live with chronic mental illness, chronic health conditions, physical disability and/or history of substance abuse. Duties include ongoing meetings with residents, securing and advocating for benefits and resources, providing transportation, problem solving, medication and money management and other services. Case management training will be provided.

Clerical and supportive activities for Case Management team, including filing and data base maintenance, benefit applications and other duties as assigned.

Support the Day Shelter by serving in rotation with other housing case managers one Saturday or Sunday shift approximately every 2 months.

### **Requirements/Qualifications:**



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- BA or BS with experience 1 year assisting people living in poverty or who have experienced homelessness; alternate degree with minimum 2 years' experience will be considered.
- Ability to connect with groups of residents, engage them with one another, create, schedule and implement activities programming and essential resource access for residents. Strong organizational ability and the capacity to set and hold positive behavioral expectations for residents.
- Willingness and ability to work with people from a variety of racial, cultural, social and economic backgrounds with various lifestyles, sexual orientations, ages, genders and disability status including current, or past substance use and mental health challenges.
- Ability to establish supportive and effective relationships, by listening with care, treating residents with respect and dignity, and responding to each individual's unique needs, while maintaining clear professional boundaries and confidentiality.
- Understand the impact of trauma, chronic medical and mental health conditions, substance use and aging.
- Ability to collaborate and advocate to meet resident needs across many systems including medical, mental health, legal, educational, employment, public benefits and community service providers.
- Ability to develop and carry out appropriate individualized treatment plans under the supervision of case managers based on identified goals, and maintain timely, accurate resident records and departmental documentation.
- Willingness and ability to learn housing case management, trauma informed care, Housing First, harm reduction and motivational interviewing
- Valid Colorado Driver's License; willingness and ability to drive 15 passenger min-bus to transport residents to activities in the community. Training is provided. Does **not** require class C license.

### Compensation and Benefits:

\$18.85 - \$23.00/hour or DOE

This is a full-time, non-exempt position

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

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.

### How To Apply:



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Qualified persons may apply by sending a cover letter, résumé, and three references to Saint Francis Center. 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.*

*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.*