



St. Vincent de Paul Society of Marin
Job Description

Bridge Shelter Coordinator

Title: Bridge Shelter Coordinator
Status: Full-Time (30 hours per week)/Non-Exempt (Hourly)
Compensation: \$22-\$25 per hour, depending on experience
Reports to: Director of Behavioral Health

St. Vincent de Paul Society of Marin County (www.vinnies.org), a charitable social services organization, is seeking a highly organized and self-motivated individual to join our passionate and committed team as our Bridge Shelter Coordinator. The position is full time, 30 hours per week, with benefits, based in our downtown San Rafael Bridge to Housing Shelter, which provides transitional housing to individuals experiencing homelessness. Hunger, poverty, and homelessness hurts everyone. Our mission is to work every day to help each person with food, housing, and crisis assistance to restore dignity and a chance for a better life. We are affiliated with one of the oldest and most effective charitable organizations in the world, the Society of St. Vincent de Paul, a Catholic lay organization of nearly 700,000 people world-wide.

Position Summary:

- Manage referrals to Bridge to Housing Shelter.
- Update and maintain Bridge Census and guest documents.
- Communicate vacancies in shelter to Director of Behavioral Health.
- Inspect rooms for repair and cleanliness/hoarding at regular intervals.
- Report resident and facilities needs and issues to appropriate parties.
- Provide 1:1 transitional living skills to residents as needed to ensure a smooth transition into permanent housing.
- Treat all program participants with dignity and respect; maintain positive and collaborative relationships with internal and external stakeholders.
- Manage all HMIS/Wizard data of intakes, discharges, and documenting progress of guests and managing reports.
- Write annual reports for Marin Community Foundation on outcomes.
- Document weekly updates with guest's primary case manager/team and record interactions in Wizard system of care for Whole Person Care clients.
- Work with site manager around fire alarm inspections, repairs, vacancies and guest challenges.
- Write tenancy letters for participants when necessary.
- Issue warnings and manage all aspects of voluntary and involuntary discharges.
- Assist Site Manager with intakes and getting to know guests as well as address behaviors that are putting guests at risk for being asked to leave shelter.
- Assist Site Manager in letting in vendors for repairs, deliveries.
- Perform other duties as assigned.

Qualifications (we encourage all interested applicants to apply, regardless of whether you meet all of the listed qualifications):

- Ability to work with minimal supervision.
- Excellent interpersonal, listening, and oral communication skills.
- Experience or familiarity working with homeless, low income, and mentally disabled persons desirable.
- High school diploma or equivalent.
- Commitment to the St. Vincent de Paul Society's mission and goals, and the desire to work for a social service agency serving those experiencing homelessness.



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Physical Requirements:

- Ability to walk up and down stairs, stoop, crouch, and/or kneel.
- Ability to lift and/or move objects weighing up to 40 pounds.
- Ability to sit, and use a computer mouse, keyboard, and monitor, for moderate periods of time (1 – 3 hours at a time).

Compensation and Benefits

- Compensation: \$22.00-\$25.00 per hour, depending on experience and qualifications.
- Excellent benefits package, including employee's choice of health plans (Kaiser Platinum HMO, Kaiser Gold HMO with HSA eligibility, or Anthem PPO), vision, dental, chiropractic and acupuncture, Employee Assistance Program, and Vanguard 403(b) retirement account, cell phone or cell phone allowance, free parking on-site in downtown San Rafael.

Equal Opportunity Employer

St. Vincent de Paul Society of Marin is proud to be an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Please submit resume and cover letter explaining your interest in this role to: kspence@vinnies.org.