

August 2, 2008



JOB ANNOUNCEMENT

SHEC Employment Counselor

AGENCY DESCRIPTION

Community Housing Partnership (CHP) is a San Francisco-based nonprofit organization that develops and operates permanent housing for formerly homeless people with on-site support services, job training and employment opportunities. CHP's mission and values are based on the belief that tenant participation is fundamental to all aspects of the organization; over 50% of CHP staff members are formerly homeless and four tenants serve on our Board of Directors. CHP has a staff of over 150 people, with an annual operating budget of approximately \$10 million. CHP owns, manages and/or provides services at 11 buildings with 774 units of housing for formerly homeless adults and families. We are currently developing 4 new housing sites with a total of more than 300 apartments. For more information, visit www.chp-sf.org.

JOB SUMMARY

The SHEC Employment Counselor provides job development, placement and retention services to formerly homeless individuals now living in supportive housing and seeking employment and/or career advancement opportunities. This position will work with supportive housing tenants residing in supportive housing sites of the Supportive Housing Employment Collaborative (SHEC). SHEC is a six-agency collaborative that provides training, education, and employment services to formerly homeless individuals and families in San Francisco. This position will also assist in the activities of the SHEC and Employment Department.

KNOWLEDGE, SKILLS, and ABILITIES

- Minimum two years social services and/or counseling experience
- Familiarity with issues of homelessness and an understanding of employment barriers
- Ability to effectively engage and support a diverse group of formerly homeless individuals through the job search/retention process
- Ability to organize the job-search process into a series of practical, achievable steps
- Ability to perform job development outreach that effectively promotes SHEC tenants to a large variety of employers in all potential job markets
- Ability to provide counseling regarding employment issues
- Strong written and verbal skills and the ability to communicate effectively with diverse population of tenants and staff
- Ability to integrate into different teams of co-workers with respect to diversity
- Demonstrated ability to maintain boundaries and interact professionally with tenants and staff
- Strong administrative and computer skills
- Commitment to CHP's Mission Statement
- Strong interest in doing social justice advocacy and working with homeless population.
- Valid phone number required.

COMPENSATION

Salary depends on experience. CHP provides a competitive salary, benefits and training package.

APPLICATION PROCESS

Send resume and cover letter to: Human Resources – Job Openings; 280 Turk Street; San Francisco, CA 94102; fax (415) 749-2791; e-mail: Jobs@chp-sf.org

Community Housing Partnership is an Equal Opportunity Employer. Formerly homeless people, people with disabilities, women and people of color are encouraged to apply. CHP hiring policies require a background check for all applicants working directly with at-risk people.