



Job Announcement

Title: **LAASN Wellness Coordinator**
Department: **LGBTQ+ Aging and Ability Support Network (LAASN)**
Status: **Full-Time; Non-Exempt**

Shanti is a San Francisco based non-profit that builds human connections to reduce isolation and improve quality of life.

OUR HISTORY: Dr. Charles Garfield founded the Shanti Project (Shanti) in 1974 as a young psychologist working on UCSF's oncology unit. It was there that he became aware of the profound isolation and loneliness experienced by so many of his patients as they faced a short life span. He resolved that no one should have to experience a life-threatening illness alone. And so, he began to train volunteers to provide sophisticated emotional and practical support while listening deeply, with compassion, to the stories and needs of people facing serious illness and death. This was the beginning of San Francisco Bay Area's Shanti Project, one of the first organizations in the world to train lay volunteers to treat what mainstream medicine does not and cannot treat - isolation and loneliness.

POSITION SUMMARY: The Wellness Coordinator is responsible for the design, implementation and evaluation of wellness activities for Shanti's LGBTQ+ Aging and Abilities Support Network (LAASN), serving LGBTQ+ Older Adults and LGBTQ+ Adults with Disabilities. This position allows someone to have a direct impact on clients by providing them much-needed community support and reducing isolation. The Wellness Coordinator creates connections with clients, and gauges interest and abilities to participate in activities. The Wellness Coordinator will identify and recruit community educators and presenters for wellness activities, including outreach to current community partners and the broader LGBTQ+, aging, and wellness communities. The Wellness Coordinator will need to be innovative, flexible and adaptive to be able to create wellness activities remotely in order to address all COVID-19 restrictions and limitations. This will require connecting with potential technology resources to obtain devices and connectivity support for clients. The Wellness Coordinator position is based at Shanti's Mission location.

PRIMARY DUTIES:

The Wellness Coordinator is primarily responsible for the design and implementation of Wellness Programming for LGBTQ+ Older Adults and LGBTQ+ Adults with Disabilities that promotes mental, emotional and physical well-being. This includes conducting outreach, obtaining educators/presenters, and managing logistics and technology support.

- Conduct outreach to LAASN clients to gauge interest in participation in wellness activities and obtain clients' ideas for wellness topics
- Evaluate clients' willingness and ability to participate in activities virtually. Assess clients' accessibility to devices and connectivity ability. Based on findings, connect clients with technology resources to provide devices and connectivity support
- Identify potential wellness topics and educators/presenters, through outreach to current community partners and the broader LGBTQ+, aging, and wellness communities
- Work closely with Openhouse's Manager of Community Engagement for increasing and supporting LAASN client engagement in Openhouse wellness programming
- Create and manage wellness activity schedule
- Secure presenters/educators and ensure that their needs are met in advance
- Coordinate with off-site personnel and transportation resources for off-site outing events (per the return to in-person group activities)

- Manage client sign-up, confirmation, and special needs requirements
- Organize on-site in-person activities, including set-up, food, resources, and greeting clients and presenters (per the return to in-person group activities)
- Create and distribute activity evaluation surveys and send follow-up thank you to attendees
- Maintain internal wellness Outlook Calendar and library of wellness resources and presenters
- Conduct periodic review of wellness programming and incorporate evaluation feedback into future programming
- Create wellness program collateral
- Track and maintain wellness units of service in client database (Exponent Case Management/Salesforce)
- Oversee wellness budgeting in partnership with LAASN Program Manager
- Other duties as assigned

SECONDARY DUTIES:

- Participate in agency functions and fundraising activities as assigned
- Participate in the training of peer support volunteers
- Support client outreach and recruitment efforts, as needed
- Performs other tasks as identified and assigned

QUALIFICATION/REQUIREMENT: We seek highly qualified candidates with as many of the following areas of knowledge, ability, skills and experience as possible:

- B.A./B.S. in a social service-related field and/or a minimum of 2 to 3 years working with targeted communities
- Experience working with older adults and adults with disabilities, preferably LGBTQ+, communities and subpopulations such as LGBTQ+ people of color, lesbian and bisexual women, and Transgender/ Gender-Nonconforming (TGNC) individuals
- Demonstrate sensitivity and comfort working in a culturally diverse environment
- Knowledge of a broad range of health and wellness topics suitable for older adults and adults with disabilities
- Experience in planning and implementing group activities, interactive meetings and/or trainings including using virtual meeting platforms.
- Strong communication and interpersonal skills to communicate effectively with all levels of staff, volunteers, clients and external partners, both verbally and in writing
- Bilingual Spanish preferred
- Ability to use sound judgment in responding to issues and concern that arise
- Solid organizational skills and ability to multi-task with demanding timeframes
- Self-motivated, energetic and committed
- Highly collaborative and relational: values team cohesion and positivity
- Excellent data management and reporting skills
- Proficient in Microsoft Office Suite, familiarity with database management (Salesforce preferred) and virtual meetings programs
- Must be fully vaccinated for COVID-19 or willing to test weekly

COMPENSATION/BENEFITS: Shanti offers a competitive non-profit salary and comprehensive benefit package, including multiple fully covered medical options as well as dental and vision. Other benefits include life insurance, long term and short-term disability, chiropractic/acupuncture, Employee Assistance Program and Identity Theft Protection. A 403B saving plan is also available to all employees regardless of FTE status. Shanti allows for flexible schedules as well as promotes a culture of self-care for all our employees. In the first year of employment, employees earn 90 hours of sick time and 112.5 hours vacation annually and begin accruing sick time and vacation time starting their first day of employment with no waiting period (i.e. you can use as you accrue). Employees also receive 2 personal days annually as well as 15 paid holidays.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required navigate and travel around the city of San Francisco using public transportation and be comfortable walking or standing for extended periods.

EQUAL OPPORTUNITY: Shanti is an equal opportunity employer that supports and lives diversity in our staffing and values. Shanti complies with applicable federal, state, and local laws governing nondiscrimination in employment. We actively encourage and seek qualified candidates from people of all backgrounds.

APPLICATION PROCESS: To apply, please send a resume and a cover letter to Joanne Kipnis, MSW, Program Director at: jkipnis@shanti.org. Please no phone calls.