



SITKA HOMELESS COALITION

Position: Hitx'i Saani Manager

Location: 401 Jarvis St. Sitka, AK 99835 (primary)

Employment Type: Full-Time, Non-Exempt (40 hours/week) OR Part-Time, Non-Exempt (20-30 hours/week)

Salary Range: \$29.50/hour

Benefits: Paid Time Off, Paid Holidays (14/calendar year), Annual Cost of Living Increase

Reports To: Program Director

About the Sitka Homeless Coalition

The Sitka Homeless Coalition's Mission is to promote safe, secure housing for all, and to strengthen support services in collaboration with a strong network of partners to build an overall culture of care, health, dignity, and belonging in our community. We operate multiple year-round and seasonal programs including: Showers and Laundry, Dinner, Office Hours, Emergency Winter Shelter, and Permanent Supportive Housing (PSH),

Position Overview

The Hitxi Saani Manager provides a safe, respectful, and helpful presence for Hitx'i Saani residents. This role combines resident support and service coordination. You'll help people set goals, overcome barriers, and navigate systems. This is a hands-on, people-centered position. We're looking for someone who is approachable, resourceful, compassionate, and comfortable working with folks from all walks of life.

Hitxi Saani (Permanent Supportive Housing)

- Foster a safe, respectful, and welcoming community.
- Assists clients in navigating systems and programs that may lead to their success (doctor's appointments, treatment programs, SNAP, SSI).
- Use trauma-informed techniques to de-escalate situations as needed.
- Conduct move-in intake, orientation, and initial Service Agreement plan.
- Help residents maintain housing, connect with services, and identify and achieve their goals through Client Service Agreements.
- Conduct regular check-ins and inspections.
- Conduct annual recertifications.
- Respond to tenant concerns and help maintain a safe, respectful environment.
- Implement Policies & Procedures with fairness, compassion, and clear boundaries.
- Facilitate tenant focused meetings, gatherings, and culture-building activities.

Administration

- Obtain and maintain accurate and up to date client information in Homeless Management

- Information System (HMIS) and other databases.
- Attend and lead Coordinated Entry meetings.
- Maintain Hitxi Saani application and waitlist.
- Work with local service providers to reduce barriers for clients.

Desired Background and Qualifications

- Valid driver's license (or ability to obtain)
- Paperwork processing and computer skills
- Experience with homelessness alleviation, housing programs, mental health, or social services.
- Ability to work with individuals in crisis.
- Experience working with underserved populations
- Knowledge around substance abuse and mental health
- Experience in crisis management

Attitudes, Values, and Competencies

- Profound respect and compassion for all people
- Ability to hold healthy boundaries with clients
- Strong organizational skills
- Ability to problem solve
- Ability to work independently and with others

Schedule and Work Environment

- Monday - Friday 9:00am - 5:00pm (less if part-time)
- Based primarily at Hitx'i Saani (401 Jarvis St.)
- In-person client work is the bulk of the role

How to Apply

Email your resume, 2 references, and a short statement (1-2 paragraphs) about your interest in this position to admin@sheltersitka.org with the subject line "Hitxi Saani Manager Application – [Your Name]." Applications will be reviewed as they come in.

Equal Employment Opportunity

The Sitka Homeless Coalition is committed to a diverse and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. All individuals interested in this position are encouraged to apply.