



ST. ANTHONY'S
HOPE • STABILITY • RENEWAL

APPLYING FOR A TRANSITIONAL JOB AT ST. ANTHONY'S

April 12, 2024

WHAT IS TRANSITIONAL EMPLOYMENT?



Transitional Employment at St. Anthony Foundation

- St. Anthony has created transitional employment opportunities to prepare individuals for full-time, regular employment either at the Foundation or with one of our corporate or nonprofit partners.
- Transitional jobs may last for 6-8 months, and sometimes longer. Jobs pay a livable wage plus benefits.
- We provide job readiness training for individuals seeking employment, supporting their job search, placement and job retention.
- We provide on-the-job paid training once hired.

THREE STEPS TO APPLYING FOR A TRANSITIONAL JOB AT ST. ANTHONY'S



1. Complete an Interest Form online [Transitional Employment \(STEPS\) Interest Form - St. Anthony Foundation \(stanthonysf.org\)](https://stanthonysf.org/Transitional-Employment-Steps-Interest-Form)
2. Review job descriptions on St. Anthony's Job Board [Careers | St. Anthony's \(stanthonysf.org\)](https://stanthonysf.org/Careers)
3. Create an account and officially apply for a job

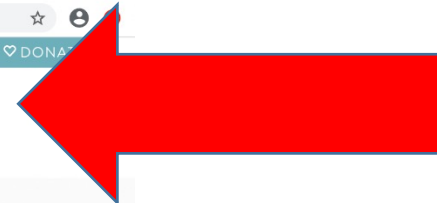
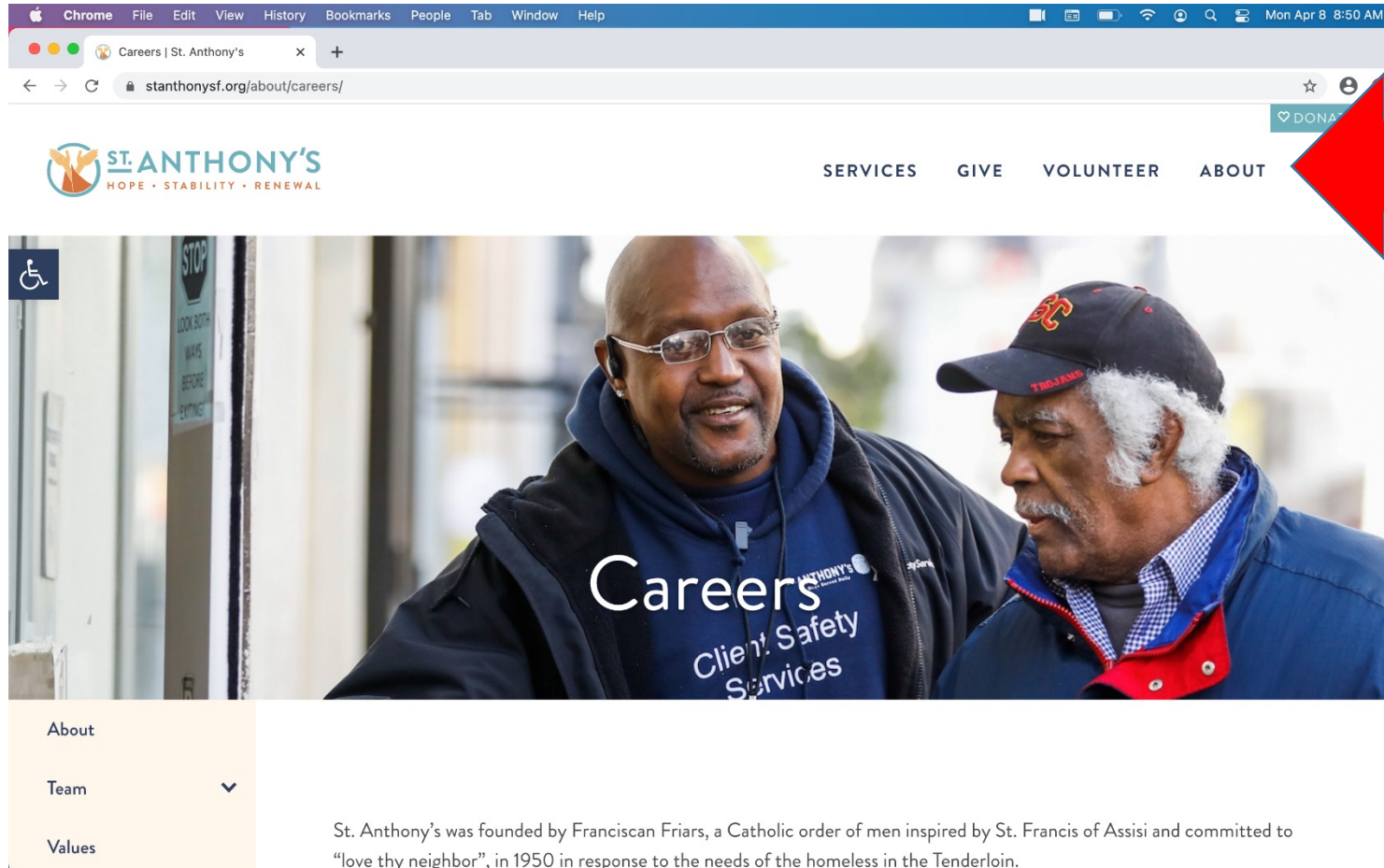
STEP #1 – INTEREST FORM



Please note that filling out a Transitional Employment Interest form on the St. Anthony's website is NOT the same as completing a job application.

The Interest Form is only the first step in the process.

STEP #1- INTEREST FORM



Click here!

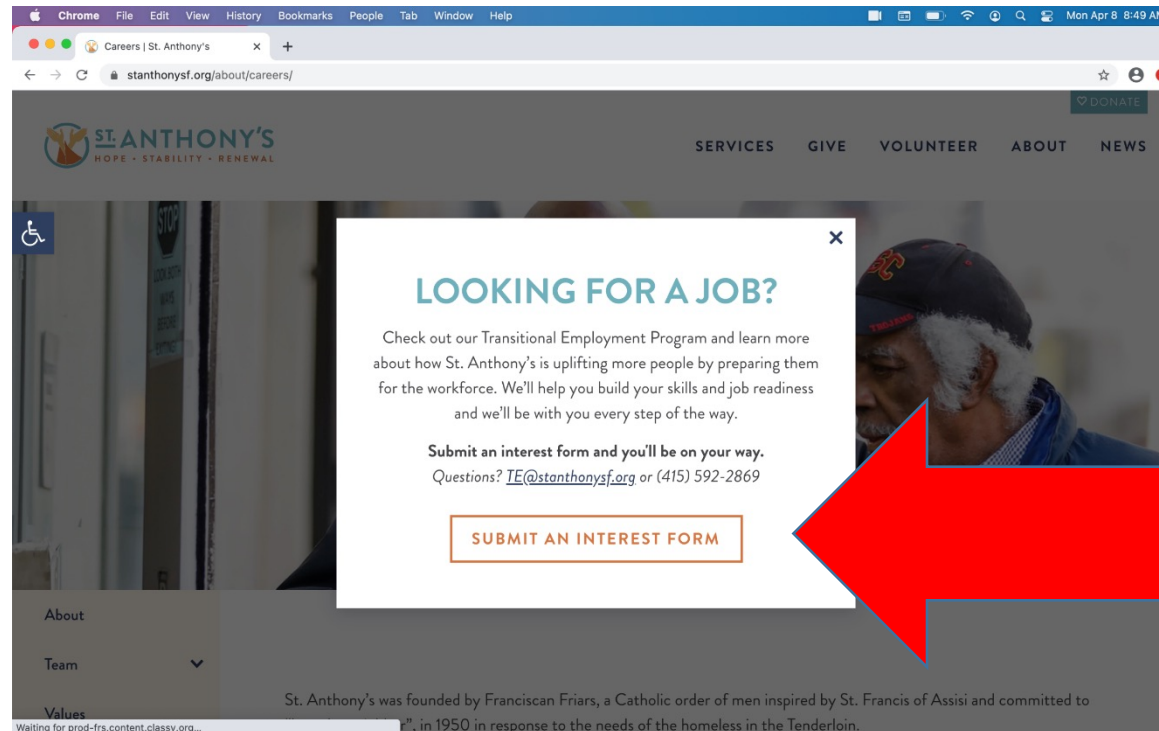
From the main page, click ABOUT.

Scroll down to CAREERS.

STEP #1 – INTEREST FORM

Filling out the Interest Form is the first step in applying for a TE job.

[Transitional Employment \(STEPS\) Interest Form - St. Anthony Foundation \(stanthonysf.org\)](https://stanthonysf.org/about/careers/)

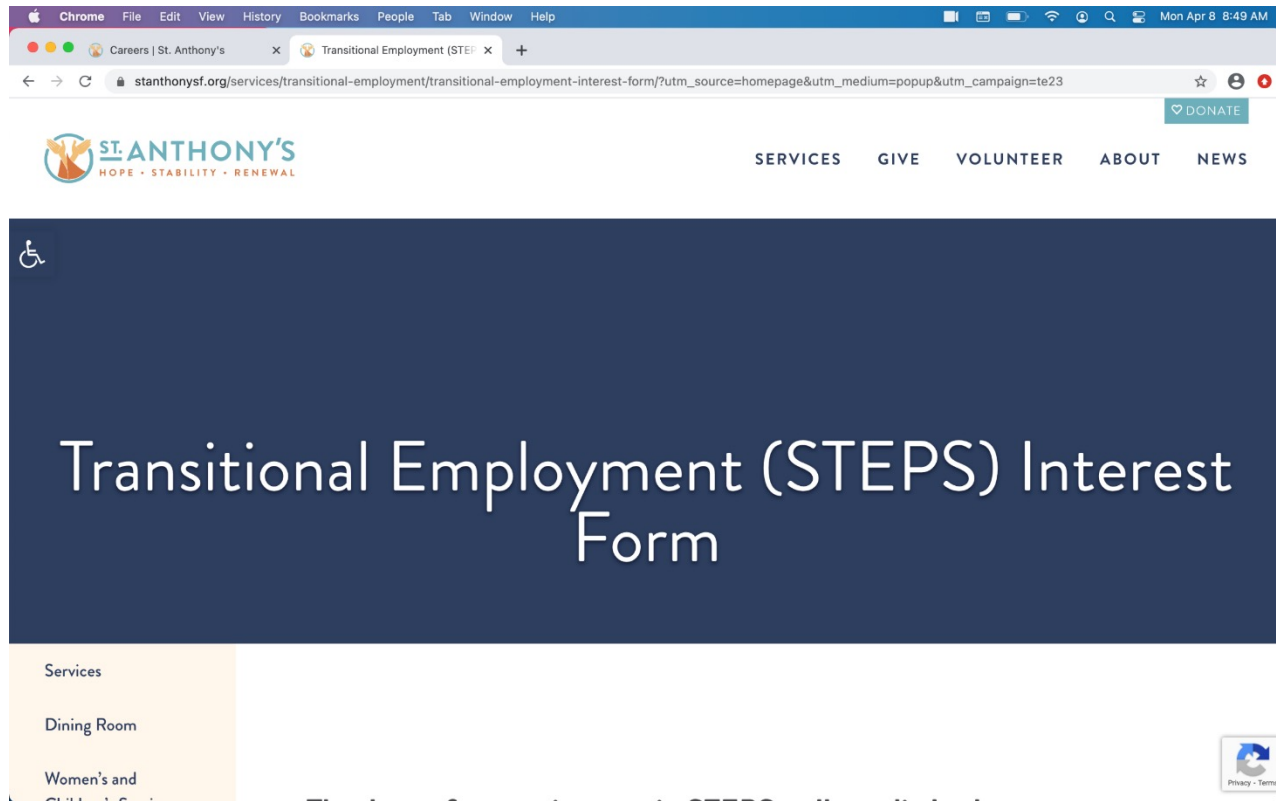


The screenshot shows a web browser window displaying the St. Anthony's website. A pop-up window is centered on the screen with the heading "LOOKING FOR A JOB?". The text inside the pop-up reads: "Check out our Transitional Employment Program and learn more about how St. Anthony's is uplifting more people by preparing them for the workforce. We'll help you build your skills and job readiness and we'll be with you every step of the way." Below this, it says "Submit an interest form and you'll be on your way." and "Questions? TE@stanthonysf.org or (415) 592-2869". At the bottom of the pop-up is a button labeled "SUBMIT AN INTEREST FORM". A large red arrow points from the right side of the image towards this button.

Click here!

STEP #1- INTEREST FORM

Once you click the SUBMIT AN INTEREST FORM button, scroll down and begin to fill it out.



Individuals can upload a resume as part of filling this form but remember, this is an initial step and not an official job application. That is a separate process.

What happens next?

The STEPS Team will reach out and conduct an initial phone screening. Individuals may be invited to apply for a TE job or referred to pre-employment training.

STEP #2- READ JOB DESCRIPTIONS

St. Anthony's was founded by Franciscan Friars, a Catholic order of men inspired by St. Francis of Assisi and committed to "love thy neighbor", in 1950 in response to the needs of the homeless in the Tenderloin.

The worldwide Franciscan movement is committed to the poor and vulnerable, to caring for creation, and to seeing the good in every individual.

We welcome all—from any religion or worldview—who wish to join us in making the world a more compassionate and just place.

St. Anthony's has a staff of about 260 people, and we are always looking for caring, skilled, intelligent people to participate in this work. Listed below are the positions currently available. We invite you to visit this page often, to see if any openings match your skills. We offer [excellent employee benefits](#) and a supportive work environment.

[VIEW OPEN POSITIONS](#)

Some of the positions listed on the St. Anthony's Job Board are part of our new Transitional Employment Program. These job postings include "TE" in the title.

Our new Transitional Employment (TE) Program is uniquely structured to provide temporary employment and paid job training at the same time, for a period of 6-8 months, based on the recommendation of the hiring manager.

At the end of the transitional period, you will have the opportunity to either apply for regular employment at St. Anthony's, or gain assistance in finding a job with one of our partner employers. If you would like to be considered for this opportunity,

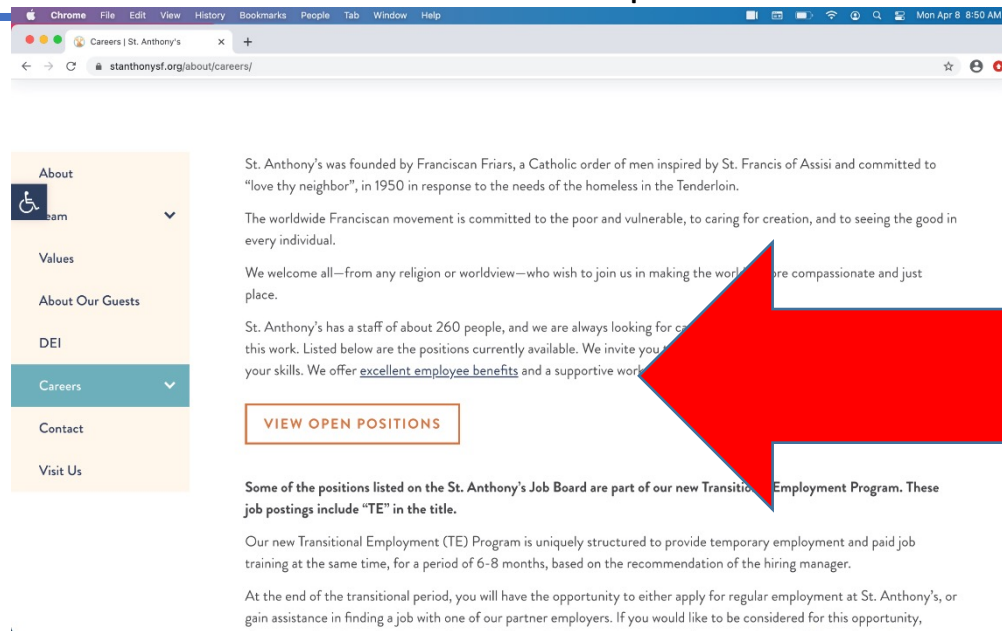
After filling out the TE Interest form, return to this page (ABOUT, CAREERS) and look at the St. Anthony's job board. Any job with "TE" in its title means it is a transitional employment opportunity. Please note, even if a job is listed here it might not be immediately available.

Click the **VIEW OPEN POSITIONS** button to see jobs.

STEP #2- READ JOB DESCRIPTIONS

The Job Board includes “TE” positions as well as “Core” positions. Core positions are long-term and not transitional. They require more work history and related experience whereas TE jobs are available for individuals who have barriers to employment and are interested in re-entering the workforce.

If an applicant prefers to be considered for a Core position, they can apply from the same Job Board. Simply click the VIEW OPEN POSITIONS button to see what “core” jobs are available. Please note, even if a job is listed here it doesn’t always mean that position is still open.



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[VIEW OPEN POSITIONS](#)

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Click here!

STEP #2- READ JOB DESCRIPTIONS

The screenshot shows a web browser window with the URL recruiting2.ultipro.com/STA1034SAFD/JobBoard/a5314421-c8ea-4c8c-8363-74ef2ac45cfb/?q=&o=postedDateDesc. The page displays three job listings:

- Community Safety Services-TE** (Feb 7, 2024)
Job Category: Safety Serv. (Client Safety & Guest Serv.)
Requisition Number: COMMU001827
Schedule: Full Time
St. Anthony Foundation
150 Golden Gate Ave
San Francisco, CA 94102, USA
Community Safety staff helps provide a safe environment for guests, staff, clients, volunteers, and other occupants of St. Anthony Foundation and our external partners and customers. This team responds to on-the-ground crises and emergencies to increase safety in the Tenderloin and similar communities. You will be joining a team that takes a trauma-informed perspective to their work. In the spirit of our Franciscan values and heritage, our team de-escalates behaviors and risks with compassion and care daily.
- Kitchen Assistant-TE** (Feb 7, 2024)
Job Category: Dining Room/Kitchen
Requisition Number: KITCH001829
Schedule: Part Time
St. Anthony Foundation
150 Golden Gate Ave
San Francisco, CA 94102, USA
St. Anthony's Dining Room provides hot, nutritious meals daily (breakfast and lunch) in a welcoming community setting. As a Kitchen Assistant on the Dining Room Team, you will assist with the preparation of food for St. Anthony's Dining Room. Kitchen Assistants are expected to follow instruction from Dining Room management and obey all health and safety rules in a fast-paced kitchen environment. In the spirit of our Franciscan values and heritage, our team provides compassion and care daily.
- Guest Services Assistant-TE** (Jan 17, 2024)
Job Category: Dining Room/Kitchen
Requisition Number: GUEST001812
Schedule: Full Time
St. Anthony Foundation

Once an applicant clicks on the **VIEW OPEN POSITIONS** button, they will see the St. Anthony's job board.

Here are three jobs listed with the letters **TE** in the position title. That means these jobs are available to people who have filled out a **TE Interest Form** or have been invited to apply after speaking with a **STEPS** phone screener.

STEP #2- READ JOB DESCRIPTIONS

For this example, after clicking on the Community Safety Services-TE position, an applicant can read the job description to see if they have the required skills and experience. If they want to proceed, they will hit the “Apply now” button.

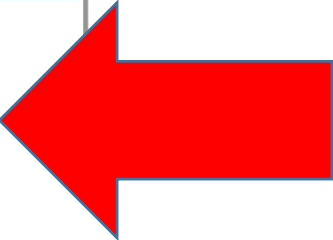
The screenshot shows a web browser window displaying a job listing for 'Community Safety Services-TE' on the St. Anthony's website. The page features a search bar at the top, a 'Post' button, and an 'Apply now' button. The job details section includes the following information:

Community Safety Services-TE
Job Category: Safety Serv. (Client Safety & Guest Serv.)
Requisition Number: COMMU001827
Posted: February 7, 2024
Full-Time
St. Anthony Foundation
150 Golden Gate Ave
San Francisco, CA 94102, USA

Job Details
Description

Salary Range	\$21/hr
Workdays	Saturday-Wednesday
Work Hours	2:30 am-11:00 pm

PLEASE READ BEFORE APPLYING FOR THIS JOB. You are about to apply for a Transitional Employment position. This means that the job is temporary and fills an immediate need within St. Anthony Foundation. This position pays a livable wage plus benefits, includes PAID on-the-job training and will prepare you for **future long-term employment opportunities** with St. Anthony Foundation or one of our employer



Click here!



What does an applicant need before applying for a job at St. Anthony's?

1. Have a well-written resume ready to upload. Applicants who do not upload a resume will not be considered for employment at St. Anthony's. If you do not have a resume and need help creating one, St. Anthony's has a Resume Clinic on Tuesday & Thursday mornings from 9 – 11 at The Welcome Center.
2. Be prepared to set up an account and REGISTER. You will need an email address and working phone number. Once an account is set-up, an applicant can upload resumes, keep track of any job offers, and see the status of an application. All applicants must create an account to apply for a job.

STEP #3 – REGISTER AND APPLY

A

The screenshot shows a job board with three listings. Each listing includes the job title, category, requisition number, schedule, location, and a brief description of the role. The first listing is for 'Community Safety Services-TE' (Feb 7, 2024), the second is 'Kitchen Assistant-TE' (Feb 7, 2024), and the third is 'Guest Services Assistant-TE' (Jan 17, 2024). All listings are for St. Anthony Foundation in San Francisco, CA.

B

The screenshot shows the details for the 'Community Safety Services-TE' position. It includes the job category, requisition number, and posting date. A 'Job Details' section is visible with a 'Description' tab selected. Below this is a table with job specifications:

Salary Range	\$21/hr
Workdays	Saturday-Wednesday
Work Hours	2:30 am-11:00 pm

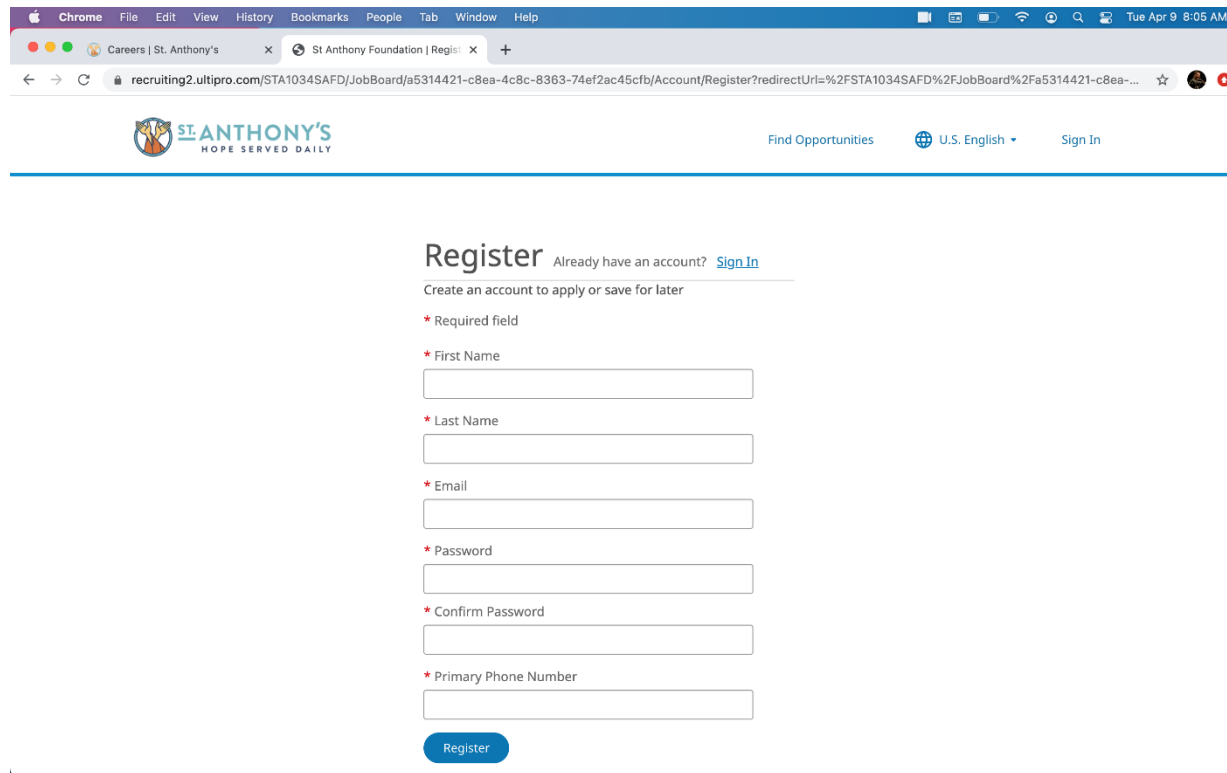
Below the table, there is a warning: **PLEASE READ BEFORE APPLYING FOR THIS JOB.** You are about to apply for a Transitional Employment position. This means that the job is temporary and fills an immediate need within St. Anthony Foundation. This position pays a livable wage plus benefits, includes PAID on-the-job training and will prepare you for future long-term employment opportunities with St. Anthony Foundation or one of our employer.

C

The screenshot shows the registration page. It has a 'Register' heading and a 'Sign Up' link. Below this, it says 'Create an account to apply or save for later'. There are several required fields with red asterisks: First Name, Last Name, Email, Password, Confirm Password, and Primary Phone Number. Each field has a corresponding input box. At the bottom, there is a 'Register' button.

STEP #3 Summary
A – Review the Job Board listings
B – Click on a job & hit “Apply now”
C – Set up an account and upload your resume

STEP #3 – REGISTER AND APPLY



The screenshot shows a web browser window with the URL `recruiting2.ultipro.com/STA1034SAFD/JobBoard/a5314421-c8ea-4c8c-8363-74ef2ac45cfb/Account/Register?redirectUrl=%2FSTA1034SAFD%2FJobBoard%2Fa5314421-c8ea-...`. The page header includes the St. Anthony's logo with the tagline "HOPE SERVED DAILY", a "Find Opportunities" link, a language dropdown set to "U.S. English", and a "Sign In" link. The main content area is titled "Register" and includes a link for "Already have an account? Sign In". Below the title, it says "Create an account to apply or save for later". The form contains several required fields, each marked with a red asterisk: "First Name", "Last Name", "Email", "Password", "Confirm Password", and "Primary Phone Number". Each field is represented by a white text input box. At the bottom of the form is a blue "Register" button.

Anything with a * needs to be filled out before hitting "Register".

Create a password for this account. Make it unique and avoid reusing old passwords.

Your email will end up being your username.

SUMMARY OF ALL THE STEPS



Remember, there are three important steps an applicant must complete to be considered for TE employment with St. Anthony's Foundation.

1. Fill out the Transitional Employment Interest form online.
2. Find a TE job on the St. Anthony's Job Board
3. Register for St. Anthony's account and officially apply - "Apply Now" from the Job Board

For help with any of these steps, drop by The Welcome Center directly outside 150 Golden Gate Ave and ask to see an Employment Specialist or call for an appointment: (415) 592-2869 or STEPS@stanthonysf.org.