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)

2. Review job descriptions on St. Anthony’s Job Board Careers | St. Anthony’s (stanthonysf.org)

3. Create an account and officially apply for a job
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**

From the main page, click ABOUT. Scroll down to CAREERS.
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)

Click here!
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.
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.
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.
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.
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.

STEP #2 - READ JOB DESCRIPTIONS
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 – Review the Job Board listings
B – Click on a job & hit “Apply now”
C – Set up an account and upload your resume
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.
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.