Job Title:	**Direct Care Specialist – 1st/2nd/3rd Shift**
Department:	Adult Safe House
Work Location:	Adult Safe House
Reports To:	Adult Safe House Director
Status:	Full-Time
Classification:	Non-Exempt

Reaching Above Hopelessness and Brokenness, Inc.

RAHAB Ministries strives to share the hope of Jesus Christ with broken and undervalued women, including survivors of human trafficking.

What You Will Do/Need (Job Summary)

Provides direct care to the women at the Adult Safe House (ASH) through relational support and meeting practical needs pertinent to their healing journey.

Responsibilities (Essential Duties and Responsibilities)

- Assists Case Manager with resident intake procedures
- Oversees resident self-administration of medications and records in Med Log
- Provides transportation for programming, meetings, and appointments, when necessary
- Provides guidance and mentorship to residents
- Provides residents with positive and supportive interaction
- Is aware of and follows all safety protocols and procedures in order to maintain safety and security
- Enforces and adheres to the ASH Mutual Agreement responsibly and consistently
- Is aware of ASH budgetary parameters and makes purchases accordingly
- Completes Incident Reports, when applicable
- Attends weekly staff meetings and required training
- Keeps other staff informed of pertinent resident updates on a regular basis
- Other duties, as assigned

Minimum Qualifications (Knowledge, Skills, and Abilities Required)

- Emotional maturity
- Ability to multitask; able to adapt with frequent change
- Agreement with and adherence to the RAHAB Confidentiality Agreement
- Submits and passes a Federal Background Check
- One-time attendance at RAHAB Essentials Training
- High school diploma or the equivalent
- Must have a valid Ohio Driver's License

What Will Make You Special (Preferred Knowledge, Skills, and Abilities)

- Trauma informed
- General knowledge of human trafficking field and effects of sexual exploitation
- A strong commitment and regular practice of self-care
- Exceptional communication skills
- Ministry-minded and able to engage non-Christians from difficult backgrounds

- Calm in emergency situations
- Adaptability with changing circumstances

Characteristics of the Position (Competencies)

- Seeks to foster a positive and encouraging environment
- Maintains physical and emotional safety for the residents
- Strives to maintain a culture of love and respect among the staff and residents
- Conflict-resolution and problem-solving skills
- Exercises and models healthy boundaries with/for the residents

Physical Demands and Work Environment

- Light physical demands
- Transporting residents, when necessary
- Relational context at the safe house

Position Type and Expected Hours of Work

- Willing to work a flexible shift: 40 hours per week (overnight per shift requirements)
- Minimum 30 hours per week required
- Weekend on-call responsibility per schedule rotation (approx every 6 weeks)

Travel

- Primarily on-site care at the safe house
- Local travel with RAHAB-provided vehicles, when necessary

Note: *This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.*

Employee Acknowledgement

_____ _____

Signature ***Date***

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Printed Name