



Job Title: MSH Administrative Assistant
Department: Minor Safe Housing
Work Location: Rebecca's Place
Reports To: Director of Minor Safe Housing
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)

Provide administrative support to the Minor Safe House team by contributing to a strong infrastructure that supports the ongoing direct care to the youth being served.

Responsibilities (Essential Duties and Responsibilities)

Administrative:

- Manage the Minor Safe House budget and regularly communicate with office staff regarding expenses, budget, and financial needs
- Track and update expenses on Budget Spreadsheet
- Store, organize and maintain all necessary files and documentation pertaining to Rebecca's Place according to VOCA and ODJFS licensure requirements
- Assist in data collection to support grants
- Create new systems of organization as needed.
- Keep track of all incoming referrals and file all related documentation
- Attend staff meetings, and provides organized and thorough meeting notes to appropriate RAHAB staff and leadership
- Proactively maintains the administrative infrastructure of the safe house; assesses current policies and procedures, anticipates necessary changes, and implements solutions, in conjunction with the Director
- Communicate to outside agencies to collect documents (ex: MOU's) as needed
- Assist the Director with managing the staff schedule
- Other duties, as assigned

Direct Care:

- Foster a safe and encouraging environment for youth and staff
- Follow all safety protocols and procedures in order to maintain safety and security

Coordination:

- Work closely and communicate regularly with RAHAB Finance Team, Communications and Development, Volunteers, and other areas of RAHAB programming

Minimum Qualifications (Knowledge, Skills, and Abilities Required)

- Highly Task-Oriented
- Completes day-to-day operations with excellence



- Mature relationship with Christ
- Humble, team player with strong integrity
- Passionate about advocating for youth
- Detail-oriented and punctual
- Organized and efficient
- Adaptable to ever-changing schedules and plans that come with the nature of the job
- Trauma informed and the ability to perform trauma informed care
- General knowledge of human trafficking field and effects of sexual exploitation
- Strong communication skills, both written and verbal
- Aptitude in problem-solving and critical thinking
- Must be 21 years of age or older
- Must have a valid Ohio Driver's License
- Must submit and pass a Federal Background check
- Preferred Proficiency in Excel, Outlook and Microsoft Office 360

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

- Trauma informed
- Administrative Experience
- Previous experience and knowledge in human trafficking field

Characteristics of the Position (Competencies)

- Seeks to foster a positive and encouraging environment
- Strives to maintain a culture of love and respect among the staff and youth
- Conflict-resolution and problem-solving skills

Physical Demands and Work Environment

Light physical demands;

Position Type and Expected Hours of Work

Willing to work a flexible shift

Travel

Local travel with the occasional need to travel within the greater Northeastern Ohio region using personal vehicle

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



Printed Name