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**Job Title:** Adult Safe House Administrator  
**Department:** Adult Safe Housing  
**Work Location:** Adult Safe House; off-site  
**Reports To:** Adult Safe House Coordinator  
**Status:** Full Time  
**Classification:** Non-Exempt

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**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 administrative management for the Adult Safe House (ASH), contributing to a strong infrastructure that supports the ongoing direct care to the residents being served.

**Responsibilities (Essential Duties and Responsibilities)**

- Manages the annual budget for the ASH, in conjunction with the ASH Coordinator
- Processes and tracks all ASH expenses, accounting for monthly receipt and credit card activity
- Responsible for submission of pertinent forms when grant requirements are necessary, meeting expected deadlines
- Compiles and reports vehicle mileage for resident transport and other RAHAB-related travel
- Oversees volunteer activity at the ASH; provides pertinent correspondence and scheduling; ensures required training and forms are completed by all volunteers; updates volunteer database when necessary
- Facilitates onboarding and termination processes for ASH employees, in accordance with HR standards
- Coordinates quarterly and annual ASH procedural review and financial reports, upon request
- Assists with departmental documentation and filing systems
- Attends weekly ASH staff meetings, and provides organized and thorough meeting notes to appropriate RAHAB staff and leadership
- Proactively maintains the administrative infrastructure of the ASH; assesses current policies and procedures, anticipates necessary changes, and implements solutions, in conjunction with the ASH Coordinator
- Tracks and updates Staff Training Checklists
- Updates all databases with current contact information for ASH employees, residents, and volunteers
- Enforces and adheres to the ASH Mutual Agreement responsibly and consistently
- Meets regularly with the ASH Coordinator to discuss and strategize overall departmental development
- Other duties, as assigned

**Minimum Qualifications (Knowledge, Skills, and Abilities Required)**

- Management and Leadership Skills
- Mature relationship with Christ
- Organized and efficient
- Strong communication skills, both written and verbal
- Aptitude in problem-solving and critical thinking
- Must have a valid Ohio Driver's License



- Must submit and pass a Federal Background check

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

- Trauma informed
- Previous experience and knowledge in human trafficking field
- Ministry-minded and able to engage non-Christians
- Previous administrative experience
- Proficiency in Excel, Outlook and Microsoft Office 360

**Characteristics of the Position (Competencies)**

- Servant leadership
- Seeks to foster a positive and encouraging environment among staff
- High level of integrity and commitment to confidentiality
- Strong spiritual maturity

**Physical Demands and Work Environment**

- Light physical demands
- Minimal work hours at the safe house; primarily works from home or other meeting locations

**Position Type and Expected Hours of Work**

- First shift, Monday – Friday, 9:00 am – 5:00 pm; flexibility upon approval
- Minimum 30 hours per week required

**Travel**

- Local travel to various locations is required.

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***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.*

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**Employee Acknowledgement**

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*Signature*

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*Date*

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*Printed Name*