



Job Title: Safe Housing Coordinator

Department: Safe Housing

Work Location: Adult Safe House; off-site

Reports To: Senior Director of Safe Housing

Status: Full Time

Classification: 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 daily oversight within RAHAB's safe housing programs in order to create a thriving work environment for staff and a pathway for holistic healing for residents.

Responsibilities (Essential Duties and Responsibilities)

- Conducts weekly staff meetings
- Conducts yearly staff evaluations
- Offers staff ongoing positive and constructive feedback
- Approves staff PTO following RAHAB Policy and ASH Guidelines
- Handles disputes amongst staff
- Enforces the implementation of policies, procedures, and protocol
- Adheres to projected annual budget
- Provides oversight for resident direct care
- Facilitates weekly house council meeting for residents
- Oversees Case Management protocol for ASH and The Oaks
- Provide directive for ASH resident intake and admittance
- Oversee the implementation of phase programming
- Oversee the transition of residents into The Oaks
- Works in conjunction with the Senior Director of Adult Safe Housing to hire new personnel

Minimum Qualifications (Knowledge, Skills, and Abilities Required)

- Management and Leadership Skills
- Trauma informed
- Bachelor's Degree required with background in Social Work, Client Advocacy and/or Counseling
- Strong communication skills, both written and verbal
- Aptitude in problem-solving and critical thinking
- Submission of a Federal Background Check

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

- Previous experience and knowledge in human trafficking field
- Ministry-minded and ability to engage non-Christians
- Expertise in conflict resolution

Characteristics of the Position (Competencies)

- Servant Leadership



- High level of integrity and commitment to confidentiality
- Strong spiritual maturity
- Competence to train and facilitate staff in their roles
- Assertive in decision-making

Physical Demands and Work Environment

- Light physical demands
- Flexible to provide work hours both at the safe house and various off-site locations on a frequent basis

Position Type and Expected Hours of Work

- Salaried, 40 hours per week; primarily first shift
- Available to provide supplemental shift coverage during staff shortages
- On-call availability in emergency situations requiring Coordinator’s response

Travel

- Local travel to various locations is required.

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