

Job Title: Training Coordinator

Department: Operations

Work Location: RAHAB Main Office/Community

Reports to: Director of Operations

Status: Full Time

Classification: Non-Exempt

Reaching Above Hopelessness and Brokenness, Inc.

RAHAB Ministries provide Christ-centered transformational services to those directly affected by sex trafficking.

What You Will Do/Need (Job Summary): Provide specialized & up-to-date human trafficking training, trauma trainings, and other related content to the community, RAHAB staff/volunteers, and partner agencies with the goal of improving care for those RAHAB serves.

Responsibilities (Essential Duties and Responsibilities):

- Nurture and build relationships with community partners to prevent duplication of services, facilitate collaboration, reach previously underserved populations, and identify gaps in service. Providing information to RAHAB staff as applicable.
- Participate in local and statewide coalition meetings on behalf of RAHAB.
- Develop and implement specialized human trafficking training for caregivers and providers working with trafficked youth.
- Develop and implement support groups for foster families and caregivers.
- Conduct speaking and training engagements that focus on human trafficking, trauma-informed care, and the impact of complex trauma on survivors to train & equip the community and other helping professions to serve those RAHAB serves.
- In collaboration with leadership team, identify departmental training needs, and assist directors with finding appropriate training resources; ensure that training is being offered to all employees across all programs; monitor and evaluate success of training programs, following up to ensure training objectives are met.
- Maintain continuing education in the areas of human trafficking, trauma informed care, serving survivors, and other disciplines relevant to the work RAHAB does.
- Update and maintain all trainings presentations conducted by RAHAB and for RAHAB staff/volunteers with the most up-to-date information.
- Enforce and adhere to the policies and procedures set by RAHAB
- Assist Director of Operations as needed
- Attend staff meetings, programming meetings, and required trainings.
- Other duties as assigned

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

- Previous experience working with survivors of complex trauma
- Strong communication skills, both written and verbal

- Aptitude in problem-solving and critical thinking
- Ability to multitask; able to adapt with frequent change
- Submits and passes a federal background check
- Celebrates diversity and is able to engage with individuals from diverse backgrounds
- Must have a valid Ohio Driver’s License

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

- Knowledge and experience navigating social service systems
- Previous experience and knowledge in the human trafficking field
- Ongoing professional development in the human trafficking field
- Current LSW or LISW preferred

Physical Demands and Work Environment:

This position works primarily in an office setting where frequent sitting, computer use, etc. will be required.

Position Type and Expected Hours of Work:

This position works from the RAHAB Main Office. When not on site at a program, or at a role-related event, this position will be in the office from 8:30AM – 4:30 PM Monday – Thursday, with remote work available on Fridays. Occasional evening and weekend hours required as training and speaking events require.

The hours of this position will be between 32 and 40 hours per week.

Travel:

Local travel within Summit and surrounding counties.

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