



Job Title: Drop-in Home Program Specialist

Department: Community-Based Programming

Work Location: Drop-in Home

Reports To: Drop-in Coordinator

Status: Part-time

Classification: Non-exempt

Reaching Above Hopelessness and Brokenness, Inc.

RAHAB Ministries provides Christ-centered transformational services to those directly affected by sex trafficking in Northeast Ohio.

What you will Do/Need (Job Summary)

The primary responsibilities of the Drop-in Program Specialist are to facilitate programming for the RAHAB Drop-in Home and respond to the needs of the women at the Drop-in under the direction of the Drop-in Coordinator.

Responsibilities (Essential Duties and Responsibilities)

- Lead programming 3-4 days a week, arriving early at the Drop-in to prepare the house
- Oversee designated open hours at the Drop-in
- Transport women to and from programming as needed
- Help guide volunteers to delegated positions during programming
- Ensure required community service projects are completed
- Facilitate or schedule volunteers to facilitate bible study
- Oversee clean up at the end of each day of programming
- Assist with organizing/scheduling volunteers for weekly programming
- Assist with coordinating Drop-in special events (such as the summer block party, Thanksgiving meal, etc.)
- Ensure client resources are stocked and readily available and pick up donations from other sites as needed

Minimum Qualifications (Knowledge, Skills, and Abilities Required)

- Be self-motivated and organized
- Set the culture of compassion, love and grace at the Drop-in
- Work well with others and contribute to a positive team-like environment
- Strong communication skills
- A strong commitment to and regular practice of self-care
- Must be 18 years of age or older
- Must have a valid 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 ability to engage non-Christians
- Previous experience working in community-based services
- Experience using Microsoft Office

Characteristics of the Position (Competencies)

- Seeks to foster a positive and encouraging environment
- Strives to maintain a culture of love and respect
- Conflict-resolution and problem-solving skills
- Exercises and models healthy boundaries

Physical Demands and Work Environment

- Mild to moderate physical demands
- Transporting clients as necessary
- Ability to lift and carry donations up and down stairs at Drop-in, office, etc. (around 25 pounds)

Position Type and Expected Hours of Work

- Willing to work a flexible shift
- Part-time, daytime hours (15 – 20 hours)

Travel

Local travel in Stark and Summit counties using personal vehicle or RAHAB-provided vehicle.