### Administrative Responsibilities
- Maintains confidentiality and other responsibilities listed in governmental laws and regulations as well as the Redeemed Ministries residential policies and procedures.
- Attends professional conferences, trainings and meetings as related to Redeemed Ministries.
- Represents Redeemed Ministries at various activities and meetings.
- Develops and maintains public relations relating to Redeemed Ministries.
- Develops positive relationships with local businesses, churches and other anti-trafficking organizations.
- Reports information in a timely and professional manner.
- Regularly attends staff meetings.
- Shares the mission and culture of Redeemed Ministries to residential home staff and clients.
- Meets with family members of clients as needed.
- Assists the Director of Survivor Services with intake interviews and processes.
- Assists the Director of Survivor Services with developing appropriate forms used in the reporting process.

### Program Responsibilities
- Works within the program budget.
- Makes recommendations and assists Director of Survivor Services in implementing new policies and procedures.
- Responsible for maintaining Apricot forms & files.
- Responsible for maintaining accurate client records.
- Responsible for collecting & reporting both qualitative and quantitative data.
- Assists in maintaining proper staff to client ratios.
- Makes recommendations and assists Director of Survivor Services in implementing new programming guidelines for clients.
- Reviews client files on a quarterly basis to assess treatment plan progress and participates in quarterly team meetings with other members of the client’s success team.
- Develops and supervises treatment plans for clients.
- Meets weekly with clients to track program milestone progress.
- Other related duties relating to program development and implementation as needed.
- Leads classes and groups as needed.

### Case Management Responsibilities
- Meets with residential and independent clients to set goals, track incentives earned and assess needs for legal identification, Medicaid, Passports, etc.

### Client Interaction Responsibilities
• Serves as a mediator to resolve conflicts between clients as well as clients and staff.
• Maintains healthy emotional boundaries with clients.
• Responds to resident requests for advice or guidance as residents navigate challenges and work to achieve their set goals. Encourage & enable residents to work to achieve set goals.
• Supports residents through prayer, both privately and in community with other staff members and prayer teams.
• Encourages the spiritual growth of residents in everyday activities without undue pressure.
• Encourages and recognizes moral and spiritual growth in clients.
• Assists with intake and dismissal of clients.

Transportation
• Drives residents to various appointments in Redeemed Ministries vehicles or in personal vehicles.
• Able to safely drive a larger vehicle such as a 12-passenger van.

Spiritual and Professional Development
• Participates in Bible Study & Devotions with residents when on duty.
• Participates in Staff Development trainings sponsored by RM.
• Participates in weekly staff meetings.
• Attends church with the residents when on-duty.
• Participates in regular counseling sessions with a licensed counselor provided by RM.
• Models a healthy lifestyle and healthy addiction management, if one has struggled with addiction in the past, such as attending AA, NA, Celebrate Recovery or Gamblers Anonymous.
• Attends other related training and duties a required by leadership.

Qualifications
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made, when possible, to enable individuals with disabilities perform essential functions.

Education and/or Experience
• Bachelors Degree from accredited college or university required.
• Experience working with survivors of sex trafficking required.
• MSW or 2 years case management experience with survivors.

Knowledge, Skills and Abilities
• Able to maintain a professional and Christ-like relationship with everyone in the house, including residents and other staff.
• Able to demonstrate a strong biblical example of a Christian woman to the residents in the house.
• Able to share spiritual truths from God’s Word without judgment or pressuring the residents.
• Able to share openly and comfortably one’s own experience with God; how He is working and how He has changed one’s life as is appropriate to the resident, the time and the place.
• Has knowledge of scripture and theology. Demonstrates a commitment to continual study and spiritual growth.
• Able to pray privately, with residents and in a community of faith.
• Able to refrain from tobacco or alcohol use while on-duty. Able to refrain from use of illegal drugs and misuse of prescription drugs or substances at all times.
• Able to communicate information and ideas in a written or verbal format so others understand.
• Able to read and interpret documents such as safety rules, operation & maintenance instructions and procedure manuals.
• Able to write routine reports and correspondence.
• Able to plan and organize multiple schedules and make adjustments as required.
• Able to work effectively in collaboration with diverse groups of people.
• Able to add, subtract, multiply and divide in standard units of measure, using whole numbers, common fractions and decimals. Able to apply concepts such as fractions and decimals. Able to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
• Able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Uses logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
• Able to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
• Able to use e-mail competently.

Church Membership
• The Program Coordinator must be active and supportive members of a Christian church that has similar beliefs as those in Redeemed Ministries Statement of Faith.

Certificates, Licenses, Registrations
• Must have a valid Drivers License.
• Must have and maintain a good driving record.
• Must own a personal vehicle and carry adequate auto insurance.
• Must pass state-wide criminal background check.

Supervisory Responsibilities
• Supervises the Holistic Recovery Coach.
• Supervises the Workforce Development Coach.
• Monitors staff/client interactions to reinforce healthy emotional boundaries.
• Assists the Director of Survivor Services in hiring, training and termination of staff.
• Assists the Director of Survivor Services in appraising staff performance including coaching and performance reviews.
• May supervise volunteers from time to time
• Co-Leads staff meetings with the Director of Residential Living in the absence of the Director of Survivor Services.
<table>
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<th><strong>Salary/Hours</strong></th>
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<tbody>
<tr>
<td><strong>Employer/Agency</strong></td>
<td>Redeemed Ministries</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>19555 Wied Rd</td>
</tr>
<tr>
<td><strong>City, State, Zip</strong></td>
<td>Spring, TX. 77388</td>
</tr>
<tr>
<td><strong>Contact Person</strong></td>
<td>Niki Brogger</td>
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<tr>
<td><strong>Contact Title</strong></td>
<td>Director of Survivor Services</td>
</tr>
<tr>
<td><strong>Telephone Number</strong></td>
<td>8324474130</td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
<td><a href="mailto:niki@redeemedtx.org">niki@redeemedtx.org</a></td>
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To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.