



Safehome Coordinator

Position Description

RESTORE NYC

Our mission is to end sex trafficking in the New York region and restore the well-being and independence of foreign national survivors. Working to this end, we:

- Find victims through our outreach strategies and partnerships with law enforcement, the court system, and community-based organizations.
- Restore survivors through our groundbreaking safehome program.

Note: Our focus is on female foreign national survivors.

JOB SUMMARY

Reporting to Manager of Program Operations, the Safehome Coordinator will assist in the general oversight of safehome operations and the well-being of each survivor. This is a part-time position requiring a commitment of approximately 14-20 hours per week. Available shifts are subject to change. Weekend shifts are shared among other coordinators on a rotating basis.

- One weekday shift (Monday 5:00pm-10:30pm or Tuesday 9:00am-5:00pm)*
- Friday: 5:30pm to 10:30pm
- Saturday and Sunday: 9:00am to 3:30pm; 3:00pm to 10:30pm
- Staff meeting (every other Monday from 6:00pm-8:00pm)

*Subject to change

The Safehome Coordinator will model daily healthy living, maturity, and responsibility and be part of a team committed to the restoration of each survivor. Our goal is that each woman embraces her God-given value and regains hope for her future, eventually transitioning to a healthy and independent life. On average, each survivor lives in the safehome for 12-18 months.

SPECIFIC RESPONSIBILITIES

Qualified candidates will report directly to the Manager of Program Operations and will be responsible for the following activities:

Training/Supervision:

- Actively participate in twice monthly safehome staff meetings (Monday)
- Actively participate in twice monthly individual supervision sessions with the Manager of Program Operations

Operational:

- Help manage overall household cleanliness and other operational needs
- Maintain accurate household goods inventory
- Assign and oversee resident household chores completion when necessary

Resident Care:

- Plan, participate, and provide creative activities and events for residents
- Complete verbal end of the day check-ins with each resident
- Written summary at the end of each shift, documenting resident activity, behavior, overall well-being

- Integrate personal hobbies, expertise or academic knowledge into household schedule and structure
- Supervise coverage volunteers efficiently, encourage relationship building between residents and volunteers
- Utilize conflict management and crisis intervention techniques in emergency situations and fill out appropriate incident reports as needed

Qualifications

- Believe in the Nicene Creed and attend a Christian church
- Deep commitment to the healing and well-being of survivors of sex-trafficking
- Flexibility and good attitude as we seek to implement new programs and interventions to fit the individual needs of our residents
- Proven ability to juggle multiple tasks, plan well, efficiently manage processes and people, and meet deadlines
- Exceptionally dependable and has keen judgment in regards to all aspects of the job (operational and relational)

Strongly Preferred

- Spanish-speaking

Preferred

- Experience working at a safehome or residential facility
- Possess skills in health & wellness and therapeutic interventions
- Experience working with exploited women and/or at-risk populations
- Training in trauma or mental health background

If interested in this position, please send your cover letter and resume to recruiting@restorenyc.org