



SAFEHOME COORDINATOR

Position Description

ABOUT RESTORE NYC

Restore NYC identifies and serves foreign national women who have survived sex trafficking. We believe trafficking is a problem that has a solution, and we are fighting this injustice in NYC and across the country. Get to know us more as well, at restorenyc.org.

JOB SUMMARY

Reporting to the Safehome Manager, 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 15-20 hours per week. The possible shifts are as follows:

- Monday- Friday: 5:00pm to 10:30pm
- Saturday and Sunday: 9:00am to 3:30pm; 3:00pm to 10:30pm
- Staff meeting (every other Monday from 5:00pm-7:00pm)

The Safehome Coordinator will model daily healthy living, maturity, and responsibility and be part of a team committed to the restoration of each survivor. On average, each survivor lives in the Safehome for 12-18 months.

SPECIFIC RESPONSIBILITIES

TRAINING AND SUPERVISION

- Actively participate in twice monthly Safehome staff meetings (Monday)
- Actively participate in twice monthly individual supervision sessions with the Safehome Manager

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 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)
- Spanish speaking required

PREFERRED

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

ADDITIONAL INFORMATION

The following are some key aspects of our organizational culture that guide our behavior:

- We always prioritize the health and well-being of the survivor
- We take personal responsibility for deliverables
- We support each other so that we can recharge and refresh, whether it is vacation, retreat days, or other activities (professional development classes, meetings with like-minded partners)
- We sacrifice ego for the collective good of the team

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