



Overnight Safehome Coordinator

Position Description

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. Learn more about us on [our website](#).

JOB SUMMARY

This is a part-time position, reporting to the Safehome Manager, the Live-in Overnight Safehome Coordinator will provide overnight coverage and assist in overseeing the Safehome and the well-being of each survivor. An apartment in the lower level of the Safehome, with a semi-private entrance is available for this position. Housing and utilities are covered and the Overnight Coordinator will receive a monthly stipend.

The Overnight Safehome Coordinator will model daily healthy living, maturity, and responsibility and be part of a team committed to the restoration of each survivor. This stipend position starts in September and requires a commitment of approximately 5 evenings per week. The shifts are Sunday-Thursday 10:00pm-9:30am.

The Safehome program is a space of healing, friendships, and hope. Residents of our Safehome program can stay for up to 12-18 months to heal and start rebuilding their lives. We work with each resident to create a restoration plan that fulfills immediate, ongoing, and long-term needs. 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.

SPECIFIC RESPONSIBILITIES

Administrative- Meetings, Supervision

- Actively participate in bi-monthly Safehome staff meetings (Monday evenings but subject to change)
- Actively participate in bi-monthly individual supervision sessions with the Safehome Manager

Operational

- Help manage overall household cleanliness and operational needs
- Ensure Safehome is locked and secured overnight
- Perform other duties as needed

Resident Care

- Ensure all residents are treated with respect and dignity, recognizing individual needs and encouraging independence
- Foster a homelike atmosphere in the Safehome
- Complete verbal end of the day check-ins with each resident and ensure every resident is safe and in the Safehome by safety hours
- Maintain current knowledge of on-going events and residents by reading documentation
- Complete necessary documentation each shift, documenting resident activity, behavior, and overall well-being in our electronic client database in a timely, accurate and complete manner
- Utilize conflict management, de-escalation and crisis intervention techniques in emergency situations and fill out appropriate incident reports as needed
- Ensure adherence to HIPPA requirements as well as APA, ACA, and NASW ethical guidelines

QUALIFICATIONS

- Believe in the Nicene Creed and attend a Christian church
- Displays a mature and strong faith
- Deep commitment to the healing and well-being of survivors of sex trafficking
- Ability to adapt to different environments and be flexible
- Culturally sensitive and able to build rapport with a diverse population
- Proven ability to juggle multiple tasks, plan well, efficiently manage processes and people, and meet deadlines
- Humble, hungry, and smart in leadership roles and responsibilities
- Bachelor's degree in Social Work, Counseling, Psychology or other related field
- Spanish-speaking required

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

Restore NYC believes that the diversity of our staff and community is a fundamental strength for the diverse women we serve. We are committed to and value hiring practices which honor diversity.

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