

**Job Title: Drop-in Home Program Specialist (Floater)**

Department: Adult Programming

Work Location: Summit and Stark Drop-in Homes

Reports To: Drop-in Coordinator

Status: Full-time, 32-40 hours per week.

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 appropriately 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 including arriving early at the Drop-in to prepare the house for programming. Preparing the house for programming includes but is not limited to cleaning and organizing of the space before and after programming, preparing any necessary materials, and all other tasks outlined by the Drop-in Coordinator for house operation.
- Oversee designated open hours at the Drop-in and provide present, kind, and Christ-centered care to the women coming into the Drop-in Home
- Work a rotating schedule between the Summit Drop-in Home and the Stark Drop-in Home and support staffing as needed in both locations
- Transport women to and from programming as needed in accordance with RAHAB Drivers Policy
- Assist with coordinating Drop-in special events (such as the summer block party, Thanksgiving meal, etc.) including preparing in advance, encouraging attendance of women, helping set up / clean up and staff the events, and any other assistance needed for the execution of these events.
- Ensure client resources are stocked and readily available and pick up donations from other sites as needed
- Adherence to all RAHAB policies, procedures, and core values
- Teach Bible study in accordance with RAHAB Statement of Faith and best practices outlined by Drop-in Coordinator and RAHAB Leadership
- Other duties as assigned by Drop-in Coordinator or RAHAB Leadership
- Oversee all food deliveries and plan meal schedule for Drop-in Home
- Build relationships with women in the jail facilities through leading and attending jail Bible study and 1:1 jail visits with assigned women in coordination with the Director of Outreach



- Facilitate connection between outreach and Drop-in Home by attending designated Outreach efforts with the Director of Outreach in Summit County

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
- Ability to maintain strong and healthy boundaries with those RAHAB serves
- Must be 18 years of age or older
- Must have a valid driver's license, acceptable MVR and minimum insurance requirements
- 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 including occasional weekends and evenings
- Full-time, 32 – 40 hours per week

Travel

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



Employee Signature

Employee Name

Date