



Job Title: Director of Minor Programming
Department: Minor Programming
Work Location: RAHAB Office and Mentoring Center/ Community
Reports To: Executive Director
Status: Full Time
Classification: Exempt

Reaching Above Hopelessness and Brokenness, Inc.

RAHAB Ministries provides Christ-centered transformational services to those directly affected by sex trafficking

What You Will Do/Need (Job Summary)

Provide leadership and oversight of minor mentoring program serving survivors of sex trafficking and their caregivers while representing RAHAB in the community and with other service providers. The Director will also maintain a caseload of mentoring at least 2 youth at all times.

Responsibilities (Essential Duties and Responsibilities):

Staff Supervision:

- Provide leadership and supervision to minor programming staff in Summit and Cuyahoga Counties. Specialized support in the areas of court attendance and community engagement will be necessary for the Court Liaison and Minor Mentoring Coordinator
- Lead weekly staff meetings for minor programming team
- Ensure completion of required mentoring visits by each staff member
- Complete administrative duties including managing department budget and all required supervision documentation
- Clarify and update staff job descriptions and assure job alignment
- Conduct individual weekly meetings with staff to provide guidance and coaching on mentoring skills, accomplishing staff goals, and adherence to the mentoring curriculum
- Conduct annual evaluations of staff and provide regular professional development for mentoring staff
- Develop and implement appropriate staff training in accordance with professional goals and development needs
- Implement and hold staff accountable to current policies, procedures, and protocols set for the department and for RAHAB as a whole
- Bridge communication between program staff and senior leadership to promote unity among all parts of RAHAB and to integrate all aspects of the ministry

Program Growth and Development:

- Regularly attend Restore Court, Safe Harbor Court, and other relevant collaboratives and programming spaces to support and advance minor programming
- Lead data collection to evaluate program's efficacy through quantitative and qualitative data collection and present data to Executive Director and RAHAB Board of Directors regularly to guide program updates
- With assistance from the Executive Director and Director of Operations, will develop safety policies and procedures and best practice guidelines for minor programming
- Attend staff meetings and required training as requested by supervisor or as needed based on professional goals set with supervisor



- Collaborate with senior leadership to replicate and expand programming in alignment with RAHAB's strategic plan

Collaboration and Community Engagement:

- Establish and maintain relationships with community partners, area-program directors, referral sources, and social service systems regarding program goals and objectives and to provide needed referrals and resources to clients within RAHAB programming
- Assist with speaking engagements as needed that focus on human trafficking, trauma-informed care, and the impact of complex trauma on youth
- Other duties as assigned

Minimum Qualifications (Knowledge, Skills, and Abilities Required)

- Experience providing trauma-informed programming to minor survivors of human trafficking or youth with complex trauma
- Management and leadership skills
- Bachelor's Degree in relevant field or 5-7 years of experience working with youth with complex trauma
- Self-motivated and organized
- Strong communication skills, both written and verbal
- Aptitude in problem-solving and critical thinking
- Previous experience collaborating with children services, social service providers, courts, and law enforcement
- Ability to multitask; able to adapt with frequent change and lead team through changes
- Submits and passes a federal background check
- Able to engage with individuals from diverse backgrounds
- Must have a valid Ohio Driver's License & meet minimum car insurance requirements set by RAHAB for client transportation
- Demonstrated experience implementing and evaluating programming

Desired Competencies

- Fosters a positive and encouraging environment throughout the minor programming department and all of RAHAB
- Maintains physical and emotional safety for youth and staff
- Strong conflict-resolution and problem-solving skills
- Exercises and models healthy boundaries with/for youth and staff

Physical Demands and Work Environment

Light physical demands; transporting of youth in personal vehicle

Position Type and Expected Hours of Work

Willing to work a flexible shift: 40 hours per week (No more than 8 hours per day, Monday – Friday). The Director will work from Summit Mentoring Center, Cleveland Mentoring Center, and administrative offices between the hours of 9AM – 6:30PM, with 8 hours per week of remote work available.

Travel

Travel within the greater Northeastern Ohio region using personal vehicle in the areas where clients are located and additional areas as needed

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job



successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Employee Acknowledgement

Signature

Date

Printed Name