



A WAY OUT

MINISTRIES

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| Job Title: | Survivor Care & Intake Coordinator | Salary: | \$32k-35k DOE |
| Location: | Shelby County, TN | Status: | Fulltime |
| Job Description | | | |
| Overview: A Way Out (AWO) is a Christ-centered ministry that has a residential program for women who have been trapped in the sex sale (sex trafficking) industry. | | | |
| SUMMARY OF DUTIES | | | |
| <ul style="list-style-type: none">• Prepare and supervise daily activities and women's schedules to ensure they are receiving the appropriate services and schedules are being followed and maintained.• Facilitate intake assessments and orientation class with new Survivors accepted into the residential program.• Manage all client appointments and ensure they do not interfere with critical programming (doctors, counseling, church attendance, government offices, court, etc.).• Transport (or arrange for transportation with a trained volunteer) women to and from appointments.• Secure written consents and prepare and submit written reports for third party entities (e.g., courts, etc.).• Track and ensure that all women have therapeutic assessments that have been administered by the Women's Services Director (WSD) and are filed appropriately.• Facilitate weekly group class(es) to support sex trafficking survivors residing in the AWO residential program.• Review all written individualized treatment plans and Victory Plans and facilitate any referrals/actions steps that need to take place that are not mental health related (e.g., find and coordinate with tutor for GED, assist with obtaining credit reports, etc.).• Develop therapeutically sound Behavior Contract's with women when they are at risk of being terminated from the program.• Facilitate crisis intervention meetings and use de-escalation techniques to stabilize a woman's behavior.• Coordinate with women's services team and approve passes and obtain written summary of client's adjustment while on pass.• Administer random urine test to determine if women have used substances after passes.• Prepare and submit timely and written monthly case logs to supervisor detailing women's progress in the program.• Nurture and maintain new and existing relationships with outside partners.• AWO liaison with non-mental health providers and partners (e.g., Restore Corps, jails/courts, Thistle & Bee, local and national referral sources, etc.).• Collaborate with WSD when potential new clients have clinical diagnosis and prescribed psychotropic medication to determine if AWO is an appropriate placement.• Assist with weekly bible studies for AWO alumni and coordination with volunteers to lead discussion/bring food.• Ensure all forms and surveys are completed by clients and alumni according to policy.• Maintain professional boundaries with women in the residential program. | | | |

- Prepare and submit progress reports for court relative to progress/goals and if requested, attend court to support woman or provide oral testimony.
- Assist in developing and facilitating trainings for new volunteers who will work directly with women.
- Participate in on-call rotation with other staff for night and weekend shifts and work one morning shift weekly.
- Work with WSD in assisting matched mentors when questions or challenges arise.
- Assist in outreach and rescue efforts at venues known for human trafficking, including referrals and outside placements.
- Maintain national database of Christ-centered sex trafficking programs as a referral source.
- Perform other responsibilities as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in social work related field preferred and experience working with trauma survivors.
- Ability to multi-task and exceptional organizational skills.
- Christian woman who is nurturing and has sensitivity to women who have experienced trauma and commitment to maintaining program participant's dignity.
- Excellent communication skills, particularly listening, mediation, and writing skills.
- Sensitivity to cultural and socioeconomic characteristics of women AWO serves.
- A conviction about the capacity of people to grow and change.
- Computer experience with ability to perform word processing, data entry, and typing reports.
- Valid driver's license with good driving record.
- Own personal vehicle.

TO APPLY: SUBMIT COVER LETTER AND RESUME TO: INFO@AWOMINISTRIES.ORG