



Job Title:	Women’s Services Director	Salary:	\$37k -42k DOE/Certification
Location:	Memphis/Rural Location	Position:	Full-Time

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)

**ROLE AND RESPONSIBILITIES**

- Lead and supervise daily ministry operations and all employees in the two-year residential program for sex trafficking survivors (including aftercare programming), as well as ministry outreach efforts to venues known for sex trafficking.
- Provide direction, supervision, and spiritual development of ministry staff, including locating and providing professional development opportunities for residential staff and volunteers.
- Lead weekly case staffings with residential team and prepare and submit minutes to Executive Director.
- Identify needs of women in residential program and develop and execute creative trauma-informed clinical strategies to meet said needs.
- Conduct quality assurance and approve all monthly case records, treatment plans, goals, behavior contracts, clinical service plans, and make necessary recommendations.
- Provide assistance with Christ-centered and trauma-informed crisis intervention and de-escalation with clients in residential program and aftercare program as needed and provide approval or direction in emergency situations.
- Participate in on-call rotation with other staff for night and weekend shifts if crises arise.
- Teach and facilitate a biblically based class to women in the residential care and aftercare programs.
- Approve all teachers, classes, and final curriculum taught and ensure all classes are biblically and clinically sound and teachers align with our Statement of Faith.
- Interview and hire qualified employees to ensure appropriate staffing patterns for women’s residential program.
- Provide quality assurance of data and outcomes in NGO’s CRM (Apricot Social Solutions) and prepare accurate monthly statistical reports for Executive Director and staff.
- Alongside the Executive Director, network, develop, and maintain relationships with churches, women’s ministries, corporations, businesses, and other organizations to raise awareness of the ministry and secure ministry needs.
- When needed, represent AWO at community events, including facilitating presentations.
- Oversee and approve all expenditures to ensure programming remains within budget
- Supervise any needed repairs/maintenance needed for Agape House and future expansion facilities.
- Assist Executive Director when needed in identifying, applying, and monitoring any grants written by AWO and monitor and prepare reports/data that are required for grant/foundation reporting.
- Work with Executive Director in negotiating and maintaining all MOUs, contracts, and insurance that relates to the residential and aftercare programs.
- Assist Executive Director in the execution of AWO growth plan.
- Develop draft budget for outreach and the residential program for Executive Director.
- Notify Executive Director of major updates and any potential liabilities.
- Prepare monthly ministry reports/testimonies for Executive Director to send to churches/partners.
- Assist Executive Director in the advancement of the mission of AWO through recruitment of new donors and volunteers.

- Develop and assist in the facilitation of training curriculums for new volunteers in human trafficking, boundaries, best practices in mentoring, and trauma informed care.
- Develop and conduct quality assurance protocols with AWO staff to measure fidelity to the AWO program model.
- Oversee successful implementation of social enterprise businesses that will serve as trauma-informed work opportunities for sex trafficking survivors receiving services in our residential program.
- Assist Executive Director in drafting and overseeing ministry policies, procedures, and protocols.
- Perform other responsibilities as assigned.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Christian woman with a minimum of 10 years administrative experience working in ministry and supervising staff.
- Master's Degree in social service field preferred but not required. Preference will also be given to licensed Christian professional, but not required. In lieu of a master's degree/professional license, must have a minimum of 5 years working with trauma victims and be trained in trauma-informed care.
- Excellent knowledge of clinical standards and regulations, including conflict resolution and crisis intervention skills.
- Analytical, strategic, and critical thinking skills with excellent time management, organizational, and leadership skills.
- Nurturing and sensitivity to women who have experienced extensive trauma and commitment to maintaining program participants' dignity.
- Experience in supervising Christ-centered trauma-informed residential care, including program and fiscal management.
- Sensitivity to cultural and socioeconomic characteristics of women AWO serves.
- A conviction about the capacity of God to grow and heal people.
- Excellent communication skills, particularly listening, mediation, and writing skills.
- Computer experience with ability to perform word processing (Microsoft Excel, word, etc.), data entry and analyses, and preparing quality reports.
- Case management and quality assurance experience, including defining, measuring, monitoring, and reporting outcomes and benchmarks.
- Will be required to work flexible hours that include evenings and weekend when needed.
- Valid driver's license with good driving record and comfortability with driving 15 passenger van.
- Own personal vehicle.

**TO APPLY:** SUBMIT COVER LETTER AND RESUME TO: [INFO@AWOMINISTRIES.ORG](mailto:INFO@AWOMINISTRIES.ORG)