



## **Out of Darkness**

### **Administrative Protocol**

#### ***Job Description***

*{a ministry of the Atlanta Dream Center}*

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#### **Agency Mission Statement:**

In the 21 century, far too many people are trapped in the darkness of sex trafficking. Out of Darkness is on the frontline every day rescuing these individuals.

[www.outofdarknesscolumbusoh.org](http://www.outofdarknesscolumbusoh.org)

#### **Program Description:**

The goal of **Out of Darkness** (OOD) is to be on the frontlines reaching individuals from circumstances of commercial sexual exploitation. Intervention occurs through street and strip club outreach, a jail pen-pal program, a drop-in center, a 24-hour resource and rescue hotline, and a crisis safe home. When a woman calls the OOD rescue hotline, a team is dispatched to pick her up and take her to one of the safe homes. Because many of the challenges the women will face stem from the trauma they have endured, the care model we offer is trauma-informed. Staff encourages residents to pursue ongoing recovery through residential programs, and OOD sponsors any financial cost.

#### **Position:**

##### **Care Coordinator**

*Oversees weekly safe home schedule, meals, life-skills classes, and resident care at the safe home. Establishes a culture of honor, emotionally safe environment, and trauma-informed care in the procedures and activities of the safe home.*

#### **Minimum Qualifications**

*Bachelor's Degree preferred; Counseling or Teaching experience preferred.*

*4 years minimum preferred, 2 years minimum required, professional experience in Mental Health or Residential Care services. (Preferred experience in high-risk populations and victims of trauma)*

#### **Position-Specific Duties**

- ❖ Maintains responsibility for the oversight of Safe Home weekly resident activities, including meal planning, group classes, and daily schedule.
  - Teaches daily therapeutic/life-skills classes with a crisis-stabilization focus.
  - Manages the implementation of weekly program themes and corresponding activities.
  - Responsible for maintenance of food supplies, preparation, and meal planning.
- ❖ Serves on a staff team, working to create a safe and healthy environment to encourage positive changes in the beliefs, attitudes, and values of Safe Home residents.
- ❖ Provides insight to Case Managers about residents' goals, progress, and program needs.
- ❖ Provides leadership with volunteer activities and schedule in the home - including seasonal activities, outings, and off-site activities.

- ❖ Inputs accurate and complete data for daily activities and updates with residents into SH Shift Log.
  - Ensures that all documents submitted on behalf of a client are valid.
  - Provides all required documentation in a timely manner, which may include resident follow-up, incident reports, medication log, and case file updates.
- ❖ Reporting repair needs of safe house property to Director.
- ❖ Models and upholds core values, policies, and codes of conduct.
- ❖ Participates in regular staff meetings, staff training programs, supervisory sessions, and accepts the responsibility for aiding the development of positive team relationships.
- ❖ Other duties as assigned by the Director.

### **Skills**

- ❖ Experience working with persons in crisis.
- ❖ Ability to establish rapport and communicate well with a variety of personalities.
- ❖ Ability to coordinate services and program activities with other SH team members and community agencies and to use community resources effectively.
- ❖ Ability to maintain records, prepare reports, and compose correspondence.
- ❖ Ability to motivate others towards achieving goals.
- ❖ Ability to work independently with a strong sense of identity, nonjudgmental, open personal qualities, clear sense of boundaries.
- ❖ A strong sense of and respect for confidentiality involving both clients and fellow employees.
- ❖ Ability to legally operate a motor vehicle and provide own transportation.

### **Personal Attributes**

- ❖ Demonstrate maturity, integrity, and sound judgment.
- ❖ Consistent with good time management and multitasking ability.
- ❖ Compassionate with healthy boundaries.
- ❖ A healthy understanding of self-care.
- ❖ Calm and shows strength under pressure.
- ❖ Trustworthy.
- ❖ Patient in stressful situations.
- ❖ Lovingly intentional in relationships without manipulation.