



OUT OF DARKNESS
a chapter of Frontline Response

Out of Darkness
Administrative Protocol
Job Description

Agency Mission Statement:

In the 21st century, far too many people are trapped in the darkness of sex trafficking. Out of Darkness is on the frontlines every day rescuing these individuals. Out of Darkness Ohio is a chapter of the anti-sex trafficking department of Frontline Response, Inc. 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:

Part-Time Care Coordinator

Oversees clinical and therapeutic needs of residents at the OOD safe home. Oversees weekly safe home schedule, 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. Secondary focus on training and trauma-informed care in the procedures and activities of the safe home.

Minimum Qualifications

Bachelor Degree Required, Licensed or State Certified Counselor preferred.

5 years minimum preferred, 3 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 clinical and therapeutic needs of safe home residents.
 - Teaches weekly therapeutic class with a crisis-stabilization focus (specifically responsible for PTSD, CBT, and DBT classes)
 - Completes Intake and Trauma assessments on each resident in team dynamic.
 - Communicates resident triggers, emergency medical needs, and goals to the staff team.
 - Responsible for establishing and communicating any needed safety plans.
 - Leads a weekly group therapy session and individual crisis management as needed.

- Oversees scheduling psychiatric appointments and medication issues/follow-up in coordination with case managers.
 - Provide insight to Case Managers regarding clinical and program needs, resident progress and goals.
 - Inputs accurate and complete data for all contact with residents into SH Shift Log and case files.
 - 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.
 - Coordinates with the Residential Coordinator on staff training needs, leads trauma-specific training, and mentoring new staff in building trauma skills.
 - Models and upholds organizational core values, policies, and code of conduct.
 - Other duties as assigned by Residential Manager.
-

➤ **Skills**

- Experience working with persons in crisis.
- Experience with residential environment and resident care plans.
- Strength in teaching abilities and mentoring in therapeutic trauma strategies.
- Ability to quickly 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 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.
- Healthy understanding of self-care.
- Calm and steady under pressure.
- Trustworthy.
- Patient in stressful situations.
- Lovingly intentional in relationships without manipulation.

*Please email resume and cover letter to columbusoh@outofdarkness.org