



## **Job Description: House Coordinator**

**Amirah** is dedicated to provide whole person aftercare for survivors of commercial exploitation. Working to this end, we:

- Deliver complete care, addressing physical, mental, emotional, spiritual, social, and vocational needs of survivors through our referral network and in home care.
- Provide safe housing with qualified and well-trained staff.
- Cooperate with law enforcement to support and empower survivors.
- Increase awareness and understanding on Commercial Exploitation in the greater community.

### **Summary:**

Reporting to the Program Director, the House Coordinator is a full time, live-in position. The H.C. will be responsible for providing support to the residents as well as the daily administration and management of the home. The H.C. will also encourage and support the well being of each resident in the home. As part of each resident's care team, the H.C. should model daily healthy living, maturity, and responsibility.

### **Essential Responsibilities & Tasks**

- Provide guidance and support to women
- Provide occasional crisis counseling to women, and deescalate conflicts as needed
- Enforce and support individual and in home schedules
- Work with clients to plan meals and go grocery shopping
- Encourage regular exercise and facilitate one activity a week
- Manage the daily needs and maintenance of the house, and upkeep the inventory
- Manage the physical security of the home
- Provide 3 Life Skill reviews for each resident.
- Work alongside the Program Director in ongoing development and evaluation of the program
- Provide on-going mentoring and support to women in the home
- Facilitate regular house meetings, and occasional morning circle and evening wind downs
- Collaborate with client and case worker to establish physical well-being goals for women's Individual Care Plan
- Keep daily logs of client activity, evaluation and communicate regularly with staff about client ongoing progress

- Work together with internal team: milieu counselors, volunteers, interns to provide whole person care; and external partnerships as necessary
- Provide rides and advocate for residents at appointments
- Help to develop a transitional system by which women take on more ownership of the home as they are ready to do so
- Coordinate 4-6 life skill groups per month.
- Create and maintain a personal self-care plan
- Attend staff meetings, retreats and other planning staff related events
- Assist with other needs in the home as they arise

### **Qualifications**

- Deep commitment to the healing and well-being of survivors of commercial exploitation
- Strong interpersonal communication skills, including an ability to negotiate, empathize, create win-wins, and create a culture of understanding, unity and peace
- Strong organizational and administrative skills with a proven ability to juggle multiple tasks, efficiently manage processes and people, and meet deadlines.
- Ability to be flexible, and respond appropriately high stress situations
- Work well within a diverse team

### **Education & Experience**

- Prior experience working in a residential or safe house context
- Graduate Degree or comparable experience in Human Services preferred.
- Prior experience with female survivors of trauma and/or sexually exploited women
- Multi-lingual candidates preferred (especially Spanish, Cantonese, Mandarin or Korean)
- International experience preferred

### **Compensation**

- Full room and board included in addition to a stipend.

### **Application Submission**

- Send a resume and cover letter to Carmen Maianu at [cmaianu@amirahboston.org](mailto:cmaianu@amirahboston.org). Please label attachments using first initial, last name and position for which you're applying. For example: *janderson.housecoordinator.doc*. Application deadline January 15<sup>th</sup>.