



Treasured Vessels Foundation

Live-In Housing Coordinator

Job Description

Treasured Vessels Foundation is a residential community in North Texas operating as a clinically therapeutic aftercare program for survivors of domestic sex trafficking. The program provides a long-term solution for healing with 24/7 staff and individualized plans for each lady. The Housing Coordinator is responsible for assisting Treasured Vessels Foundation's Resident Interns, what the ladies in the program are called, with activities of daily living while communicating with Program Director and Clinical Service Director. Housing Coordinators are positive, uplifting, and willing to handle conflict as it arises. This is a live-in position.

Certificates, Licenses, Registration:

- Valid driver's license
- Must have and maintain a clear/clean driving record
- Must pass state-wide criminal background check
- CPR, first aid

Professional Development

- Models a healthy lifestyle
- Attends regularly scheduled trainings and events

Administrative Responsibilities:

- Maintains confidentiality and is HIPPA compliant with all documents, emails and communications
- Attends staff meetings
- Monitors and maintains inventory of hygiene items, pantry, medicine and linen closet
- Communicates promptly any behavioral or safety concerns to Director
- Monitors and documents Residential Interns daily medications
- Documents daily notes for each Resident Intern while awake

Transportation:

- Willing to drive Residential Interns to appointments, activities and shopping.
- Willing to drive Residential Interns to outings as needed.
- Willing to communicate with team regarding plans to leave with Resident Interns

Program Responsibilities:

- Ensure Residential Interns are up at scheduled times
- Coach and lead Residential Interns in the care and cleaning of home
- Assist Residential Interns with preparing for bed
- Develops positive relationship with Residential Interns
- Works within program budget
- Oversees nighttime routines and medication administration
- Enforce safety policies: doors open unless sleeping and changing, 15 min. shower
- Will alarm house nightly: 10pm weekdays, 11pm Weekends
- Supports Residential Interns in maintaining schedule
- Ensures the cleanliness and organization of the home
- Willing to work 9pm-9am M-F, weekends if desired.
- Collaborates with other staff members including Resident Assistants, Volunteers, Program Directors and Clinical Directors to ensure safety
- Communicate at least 3 weeks in advance for time off
- Supports Residential Interns to use appropriate coping skills

Program Coordinator Responsibilities:

- Maintains healthy emotional boundaries with Residential Interns
- Uses de-escalation techniques to address hostile, disrespectful and/or aggressive language and/or behavior
- Does not share phone, iPad, or laptop with Residential Interns
- Encourages and supports Residential Interns to utilize healthy coping skills
- Utilizes a strengths-based approach
- Encourages and recognizes growth in each residential intern
- Abides by house policies and leads by example
- Ensures safety while Residential Interns are using technology