

# WILLOWBEND FARMS

*restoring human trafficking survivors*

## Job Posting

### **Organization Description:**

WillowBend Farms, Inc is a 501c3 Non-profit organization with a mission to restore survivors of Human Trafficking, sexual exploitation, and sexual violence. Founded in 2017, we are located in Cleveland, Tennessee and serve 23 counties in east and southeast Tennessee. As an anti-trafficking agency with a grass roots philosophy to train and empower the communities we serve, we work directly with local, state, and federal law enforcement agencies, community, and government leaders, as well as collaborate with reputable community resources to accomplish five strategic initiatives. For more information on the organization/initiatives visit: <https://www.willowbendfarms.org/initiatives/> The five initiatives are:

1. Restoration of Survivors
2. Prevention, education, and awareness
3. Network of emergent care safe houses
4. Rescue opportunities for those seeking a safe way out
5. Demand reduction

We are, as a team and Christ centered community, committed fiercely to providing services that are strength based, trauma informed, and life giving with a biblical foundation while not discriminating or forcing values or beliefs on anyone we serve or work in conjunction with. We are committed to our team with skilled training, a flexible working environment, support for each other and opportunities for career development as the organization grows.

### **Position Information:**

The Residential Coordinator is a full-time position. This position maintains direct contact with clients, the community, volunteers and will work within a multidisciplinary team providing support and services to survivors of human trafficking. Further information regarding the position is included in the job description. Salary is \$35,000- \$40,000 based on experience and qualifications. A background check is required.

### **How to apply:**

Please submit the following by email to: [info@willowbendfarms.org](mailto:info@willowbendfarms.org)

1. Cover letter with an introduction of yourself, qualifications, salary requirements and why you are choosing to apply with WillowBend Farms.
2. Resume
3. Three letters of recommendation signed with contact information of individual included.

Applicants who submit all three requests listed above will receive a response of acknowledgment that application has been received and will be reviewed. All submissions are due by October 31, 2022.

# WILLOWBEND FARMS

*restoring human trafficking survivors*

## Job Description

### **Residential Coordinator:**

Reporting to the CEO, the Residential Coordinator joins a multidisciplinary team providing support and services to survivors of human trafficking. The Residential Coordinator must possess exceptional organizational and group leadership abilities to implement trauma-responsive, strength based, empowerment-driven best practices for post-traumatic, holistic residential care. Involved in all aspects of residential function, this position provides survivor focused care while maintaining oversight and successful implementation of residential programming and a culture based on the organizational values of WillowBend Farms, Inc.

### **Responsibilities:**

- Manages operational functions of the residential program, including scheduling, budgeting, medication procedures, monitoring security, current resident records, and documentation
- Works in conjunction with Survivor Care Coordinator to ensure resident needs are met and supports individual resident care plans
- Support the overall health, wellbeing, and recovery of residents, applying best practices in substance abuse recovery to all aspects of programming
- Delivers relevant trauma-informed content using evidence-based practices
- Skillfully respond to residents within crisis management, de-escalation, and emotion regulation
- Maintains high standards of care and supports the agency in identifying and implementing best practices in residential care for trafficking victims
- Participates in staff team meetings as well as weekly resident and house meetings
- Engage residents through a warm, caring, and supportive atmosphere that builds trust and confidence while fostering healthy relationship boundaries
- Completes intake for residential program including orientation of new residents
- Assists with the daily living needs of residents including scheduling and transportation
- Activates supports through both internal and external resources
- Ensures property is maintained and stewarded well, supplies are managed and stocked, schedules maintained, and clear communication is in place
- Duties may change according to organizational needs and special projects

### **Qualifications:**

- Bachelor's degree in social work or related field required.
- Minimum 3 years' experience working with trafficking survivors, substance abuse, victims of crime, women in crisis, at-risk youth, domestic violence, or similar populations.
- Ability to work with diverse populations with sensitivity to sexual exploitation, domestic violence, and other gender-related issues
- Knowledge of trauma-informed principles and trauma-responsive programming
- Strong ability to work independently and as part of a multidisciplinary team
- Excellent problem-solving, organizational and communication skills
- Persistent and flexible, with ability to multitask and prioritize
- Fast learner, quick mind, and capacity for hard work with ability to multitask and prioritize
- Valid Driver's license and personal transportation with current insurance and registration
- Successful completion of criminal background checks and drug screen