

Virginia Beach Justice Initiative
Position Title: Residential Director

Interested candidates should submit a cover letter and resume to justice.vb@gmail.com.

Position Summary:

The Residential Director is a full time, paid position for 40 hours per week and includes some on-call time. The primary responsibilities for this position, are to help facilitate the opening and supervision of the operations of *Restoring Hope*, a restorative residential program for human trafficking survivors and survivors of commercial sexual exploitation and to facilitate exit planning and program placement and community support for those survivors who may not participate in the *Restoring Hope* program. This position involves direct care of survivors as well as other programmatic supportive requirements such as making presentations, writing reports, developing and implementing plans, fundraising, budget development, policy development and oversight and management of staff and volunteers. This position works closely with the VBJI Executive Director and the Victim Services Director to ensure that *Restoring Hope* is fully integrated into all of VBJI programming and that program support is provided to those survivors in the community who are not participating in *Restoring Hope*.

Qualifications

- Must embrace the mission and assent to the core values of Virginia Beach Justice Initiative
- Strong interpersonal and writing skills.
- Be a “self-starter” and goal driven to follow up on assignments.
- Be organized and exhibit “follow through” on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Successful completion of a criminal background check, social services background check and psychological examination
- Minimum of a Bachelor’s Degree in Social Work, Counseling or commensurate education, training and experience in working with trafficking survivors in a residential setting.
- Previous experience supervising the operations of a restorative residential program for human trafficking survivors and survivors of commercial sexual exploitation and/or individuals with severe trauma histories and/or substance abuse issues preferred.
- Previous employment experience developing and managing a budget
- Knowledge and experience working with MS office to include Word, PowerPoint and Excel
- Willingness to respond after hours and be on call on a rotating basis for emergency situations involving the residence

- Comfortable working with those with criminal backgrounds and/or mental health and/or substance abuse issues and within the context of jail, penitentiary, mental health facilities and/or hospital settings.
- Case management experience particularly with those with severe trauma histories.

Essential Job Duties

- Help locate appropriate facilities for *Restoring Hope* and facilitate its opening and ongoing operation.
- Facilitate intake, orientation and assessment of new *Restoring Hope* residents.
- Conduct monthly meetings with residents to review short- and long-term plan for recovery and review progress toward goals
- Provide crisis intervention and support for residents and graduates on an as needed basis
- Refer to, document and advocate on behalf of residents with community partners and resources.
- Coordinate twice weekly community living and recovery education meetings with all residents
- Coordinate monthly meetings with *Restoring Hope* staff to review and address any workplace issues/concerns regarding residents
- Communicate all concerns regarding residents' treatment and behavior in timely manner to VBJI's Victim Services Director and/or Executive Director as appropriate.
- Facilitate group discussions with residents at least once weekly
- Facilitate and/or conduct exit planning for survivors identified and presently incarcerated and program placement and community support for those survivors who may not participate and/or for which the *Restoring Hope* program may not be appropriate.
- Provides trauma informed case management services in accordance with the case management model used by the organization as needed.
- Provides courtroom advocacy to include providing testimony where requested and/or needed to facilitate survivor placement in *Restoring Hope* or other programs.
- Regularly meet and coordinate with the Victim Services Director, other Case Managers, Victim Advocacy Coordinator, and assigned Victim Advocates to ensure client's needs are met and documented.
- Coordinates with other service providers, including, but not limited to, probation and/or parole officers, attorneys, Community Service Board (CSB) case managers, nonprofit organization case managers/residential directors, mental health and/or medical providers/counselors, housing facilities and DSS/DHS case managers, in order to meet the needs of the client.

Supervision of program staff

- Provide supervision of program staff and/or volunteer victim advocates to ensure residents receive trauma informed care at all levels of the organization

- Ensure that program staff are maintaining both daily and weekly program/treatment/appointment schedules in consistent and timely manner
- Provide supervision and feedback to program staff on an as needed basis to ensure that organization policy and procedure are consistently maintained
- Provide opportunities for ongoing continued education for program staff
- Communicate concerns about staff member performance in timely manner to VBJI's Victim Services Director and/or Executive Director as appropriate. and take disciplinary steps to address concerns with staff, including documentation, supervisory feedback, and/or termination
- Coordinate on-call availability for program staff
- Conduct annual staff performance reviews

Program administration

- Represent agency and act as a liaison with other agencies, programs, consultants and volunteers
- Conduct weekly program staff meetings to review progress/concerns regarding individual residents and to address overall program issues/events
- Review client needs account, program expenses and matched saving financials on monthly basis to insure proper accounting and fiscal responsibility.
- Monitor daily operations at Restoring Hope to ensure resident safety and property maintenance.
- Provide consultation and support as needed regarding program administration, special events, crisis management, volunteer and board needs, and budget
- Work, cooperate and coordinate with the development director, grant writers and/or consultants to help write and monitor all grant writing for *Restoring Hope*.
- Support donor relations activities as requested to create and maintain relationships with key donors, foundations and church partners.
- Work with the Victim Services Director to develop and maintain collaborative partnerships with community service providers and key stakeholders.
- Review, update and draft program and personnel policies and procedures in cooperation with the Victim Services Director and/or other staff and the Executive Director as needed.
- Complete investigative, injury and other reports as required.
- Respond after normal work hours to emergency situations involving the residence.
- Provides monthly reports on activity for the purposes of grants, data collection and other required reports.
- All other duties as assigned.