

## Job description

Are you deeply committed to making a life-changing impact on survivors of human trafficking? Do you possess the passion, resilience, and dedication required to provide unwavering support to individuals in their journey to healing and empowerment? If you are that certain type of person, we invite you to apply for the position of House Manager at Latisha's House Foundation. Here, you have the opportunity to be an integral part of transforming lives and fostering hope in the face of adversity.

### **\*\*Job Description: \*\***

As a House Manager at Latisha's House Foundation, you will be responsible for providing direct and specialized services to victims of trafficking. Your role will encompass a range of services, including identification and screening, case management, trauma-informed care, securing safe housing, facilitating economic empowerment and education, and offering physical and mental health support. In addition to these responsibilities, you will also provide drug addiction counseling services to residents.

### **\*\*Key Responsibilities: \*\***

- Complete all mandatory case manager paperwork, including daily notes on the Individualized Service Plan (ISP) for each client, medication logs, drug testing logs, and general house logs.
- Coordinate the residents' calendar, scheduling events approved by the Lead House Manager, arranging transportation to education, employment, health, dental, mental health, and substance abuse appointments.
- Supervise grocery shopping, meal planning, and cooking to ensure health and nutrition.
- Model life skills, guide residents in their chores and daily activities, and provide instruction and tracking for their progress.
- Demonstrate and teach positive interpersonal and intrapersonal skills to foster growth and development.
- Attend mandatory weekly staff meetings with the Lead House Manager to update records, report on each resident, address challenges, and collaborate as a team.
- Fulfill any additional duties assigned by the organization.
- Some overtime may be required.

### **\*\*Qualifications: \*\***

- Associate's degree from an accredited college or university, or equivalent life skills experience.

- Preferably five (5) or more years of related experience in direct service and case management fields such as Social Work, Psychology, Counseling, and outreach.
- Pass a criminal background check.
- Certification in the H.E.A.R.T. model is required. If not certified, the candidate must enroll in online classes and become certified. Yearly refresher courses and ongoing education in trauma counseling techniques are mandatory.
- Strong commitment to trauma-informed care and continuous learning in the field of psychology.

**\*\*Work Schedule: \*\***

- Monday through Friday 9:00am – 6:00pm

**\*\*Pay Range: \*\***

- Starting salary range of \$31,000 to \$37,000, commensurate with experience.

**\*\*Probationary Period: \*\***

The House Manager role includes a 6-month probationary period to ensure alignment with the organization's values and expectations.

**\*\*Benefits: \*\***

- Opportunity to make a meaningful difference in the lives of survivors of trafficking.
- Ongoing professional development and training in trauma-informed care.
- Collaborative and supportive work environment.
- Accrue leave of up to 17 days a year.

**\*\*Application Process: \*\***

To apply for the House Manager position at Latisha's House Foundation, please submit your resume, cover letter, and references to [latishashouse@gmail.com](mailto:latishashouse@gmail.com). In your cover letter, please highlight your relevant experience, your passion for trauma-informed care, and your commitment to empowering survivors.

Latisha's House Foundation is an equal opportunity employer. We encourage applications from individuals of diverse backgrounds and lived experiences.

Applications will be accepted until filled.

Join us in creating a safe and nurturing environment for survivors of trafficking to heal, grow, and thrive. Your dedication can make a life-changing impact.

Job Type: Full-time

Salary: \$31,000.00 - \$37,000.00 per year

Schedule:

- 8-hour shift
- On call

Ability to Relocate:

- Williamsburg, VA 23188: Relocate before starting work (Required)

**Candidates may contact [Anna@latishashouse.com](mailto:Anna@latishashouse.com)**