

# NORTH STAR INITIATIVE

## Job Description: Part-Time Restoration Specialist

### Who We Are:

North Star's mission is to restore women from trafficking: for freedom. for life. forever. We are committed to providing support to survivors of sex trafficking and exploitation. We operate The Harbor, a residential program that addresses the physical, psychological, emotional and spiritual needs of the women we serve with a Christ-centered focus.

### Summary:

Part-time Restoration Specialists apply trauma-informed principles to facilitate the program and operations at The Harbor and create a warm, safe, and caring environment for residents. The Restoration Specialist reports directly to the Executive Director. This is an hourly position (minimum of 16 hours weekly).

### The Restoration Specialist must be:

- Willing to sign the North Star Initiative Statement of Faith (Code of Beliefs)
- Willing to sign the Kingdom Living policy
- A current and active member and/or regular attendee of a local church
- Able to fully support the North Star Initiative's core values and ministry philosophy.

### Essential Functions:

- Create and maintain intentional connections with residents
- Practice a trauma-informed and strength-based approach when working with the women.
- Help to maintain daily program structure.
- Ensure safety and supervision when necessary.
- Help facilitate morning devotional time and weekly community meals.
- Model and teach day-to-day life skills and take advantage of teachable moments such as meal planning and laundry.
- Transport and/or offer companionship at appointments, meetings, shopping, etc.
- Help to maintain the residence. Ensure it is safe, clean and orderly, report repairs to Residence Manager.
- Help Residence Manager maintain a system to manage inventory of supplies and in-kind donations.
- Attend meetings, trainings, and abide by NSI policies and procedures.
- Provide support for urgent residential issues.
- Maintain documentation as required by organization policies.
- Ensure compliance with all mandated legal/regulatory requirements
- Model and maintain healthy boundaries. Support other NSI staff in their roles.
- Mediate conflicts and model healthy resolution skills, with both residents and team members. Speak well to and about residents and team members.
- Engage volunteers in daily programming and scheduling.
- Additional responsibilities, as determined by program needs

### Education and Experience:

- Minimum:
  - 2- or 4-year college degree in human services, social work, psychology, counseling or related area, or commensurate lived experience
  - Awareness of the impact of human trafficking and trauma
  - Two years of experience working in direct care
  - Familiarity with Microsoft Office and Google products

- Must be over 21 years of age
- Preferred:
  - Four years of experience working in direct care, preferably in a social service and/or residential setting
  - Training and/or certification in trauma-informed care

**Qualifications:**

- Purposeful and intentional relationship with Jesus Christ
- Enthusiastic about providing recovery support to Harbor residents
- Understanding of sex trafficking, exploitation, addiction, and what trauma-informed care looks like.
- Cultural competency, ability to communicate effectively with individuals of all backgrounds and cultures
- Flexibility in work schedule as determined by program needs
- Able to remain calm in stressful situations and be supportive of residents who may be experiencing pre-crisis or crisis situations.
- Able to work with women who have experienced severe trauma without judgment or unrealistic expectations.
- Able to work with sensitive information, using discretion for the safety and security of residents and staff.
- Able to maintain healthy boundaries.
- A “self-starter” and driven to follow up on assignments.
- Participation in all required training and shows understanding of the training content

**Supervised by:** Executive Director

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl.

- The employee may occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, and ability to adjust focus.
- In the performance of the duties of this job the employee is required to travel (frequency), drive a motor vehicle, communicate using telephone and e-mail.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

**Christian Life:**

All NSI staff members are expected to demonstrate spiritual maturity consistent with kingdom living. Within the context of a Christ-centered ministry, your personal decisions will enhance or affect your ability to function effectively as part of the NSI team.

**\*\*Note:** *Employment is contingent upon a satisfactory outcome of a criminal history check, employment verification, and a fingerprint check. This job description is not projected to be a comprehensive list of all responsibilities, skills, or working conditions related to the job. It is meant to reflect key job aspects essential for staffing and hiring, for the completion of objective job evaluations, and for creating and maintaining performance standards. The projection of time spent carrying out job duties are approximations and should not be considered absolute. The Restoration Specialist shall perform all other tasks as determined by the Executive Director, who has the right to alter or terminate this job in part or in whole.*