



*Florida Baptist Children's Homes | One More Child is an equal opportunity employer*

## **JOB DESCRIPTION: SAFE HOME COACH, PART-TIME**

**Department:** Programs  
**Reports To:** Safe Home Supervisor  
**Recruited By:** Safe Home Supervisor  
**Approved By:** Director of Anti Trafficking  
**Organizational Unit:** Anti-Trafficking  
**Status:** Part-Time  
**Classification:** Non-Exempt

### **JOB SUMMARY**

The Safe Home Coach is responsible for the day to day care, guidance and instruction of the residents placed in the Safe Homes, providing a safe, structured environment.

### **ESSENTIAL DUTIES AND FUNCTIONS**

- To be on duty during hours specified on work schedule.
- To assure the safety, well-being, educational, social and spiritual growth of each resident.
- To cooperate as a team member, always seeking the best interest of each resident who comes to us for care.
- To supervise and offer guidance to residents in daily activities, including chores and study time.
- To interact positively and appropriately with residents, offering emotional support and encouragement.
- Support and implement program philosophy of trauma informed practices of care.
- To serve as a positive role model and to teach appropriate social skills, including (but not limited to) public behavior, table manners and hygiene, as well as daily life skills.
- To encourage spiritual growth and awareness through daily devotions (group & personal), prayer at meals and regular church attendance.
- To adhere to agency Program Policies and Procedures Manual, the Safe Home Operations Manual, handbooks and Personnel Policies and Procedures Manual.
- To submit all documentation on forms and schedules called for by supervisor.
- To keep supervisor or designated on-call staff member informed, as soon as possible, in the event of emergencies or unusual developments.
- To perform such other duties as may be assigned by supervisor.

### **MINIMUM QUALIFICATIONS**

- Be at least twenty-one (21) years of age.
- Has at minimum a high school diploma or GED, advanced education preferred.
- Experience with children and youth.
- Experience with Commercial Sexual Exploitation of Children and victims of Domestic Minor Sex Trafficking preferred
- Has and will maintain current driver's license with satisfactory driving record.

#### KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Has a conviction that people have the capacity to grow and change.
- Has the ability to establish positive relationships with children, youth and adults.
- Possesses sensitivity to cultural differences that are present among organization's service population and staff.
- Has an ability to work in partnership with other members in a team approach.
- Demonstrates good verbal and written skills.
- Has an ability to manage time, set priorities and to organize and follow structured routines.
- Maintain current vehicle insurance (if applicable).
- Be physically able to perform basic holds in Managing Aggressive Behavior (MAB) training course.
- Meets all of the employment qualifications as outlined in the Personnel Policies and Procedures Manual.

#### SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to the ministry of service to children, youth and families.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be an active member of a New Testament Church and attend regularly.
- Engage in witness activities as a normal part of life.

#### PHYSICAL DEMANDS

##### **PHYSICAL DEMANDS:**

**These physical requirements are not exhaustive and the Company may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.**

While performing the duties of this job, physical demands the employee will regularly encounter include balancing, stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, and hearing.

This position requires visual acuity to operate motor vehicles and/or heavy equipment. The position also requires the ability to exert up to 50 pound of force occasionally, and /or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.



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**WORK ENVIRONMENT**

**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

The worker is subject to environmental conditions. The worker will be protected from weather conditions, but not necessarily from temperature changes.

The worker is subject to both environmental conditions. Activities occur inside and outside. The worker is not substantially exposed to adverse environmental conditions.

*I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.*

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Dated: \_\_\_\_\_