



BLAZING HOPE RANCH

HOPE HAVEN MENTOR

Reports To: Director of Clinical Operations

Compensation: Full-time Hourly with benefits

SUMMARY:

The mission of Blazing Hope Ranch is to restore wholeness to female survivors of human trafficking and weaken the sex trade through the power of Christ. The mission is fulfilled through the 3R core initiatives and distinctives; Restoration, Resistance and Reduction. The Program Mentor is essential to helping meet the Restoration initiative designed to restore wholeness to survivors through trauma-informed long-term aftercare. H.O.P.E. Haven is the name of the two-unit transitional living home that offers a safe, Christ-focused environment to transition from intensive treatment programs to successful independence for survivors of sex trafficking. Residents of H.O.P.E. Haven come together in a family-style setting over an approximate 18 to 24 month timeframe to experience our four foundations of success that make up the acronym H.O.P.E.; Healing, Opportunity, Protection and Education.

The Hope Haven Mentor is primarily responsible for daily activities within the H.O.P.E. Haven transitional living program home, administrative, fiscal, and collaborative oversight of property management functions of the home and the residents at H.O.P.E. Haven which is located near Dayton, Tennessee. **It is essential that she be able to:** **1)** demonstrate loving, consistent and safe boundaries with residents. **2)** Possess a confident, proactive and effective approach to conflict resolution. **3)** exhibit a mature faith and provide a steadfast example and support to the women in the program. **4)** effectively identify and respond to her own needs in order to maintain optimum emotional and physical well-being and will not hesitate to ask for assistance when needed. This person will be a good communicator, enjoy working as part of a team and will excel at building relationships.

RESPONSIBILITIES:

The Hope Haven Mentor:

1. Is accountable for the supervision of residents, service plans, property, budget, and administrative aspects of the H.O.P.E. Haven Program. Provides supervision for all residents in the H.O.P.E. Haven Program, and collaboratively arranges the staff schedule monthly.
2. Models appropriate moral, ethical, and professional values for residents, colleagues, and the community at large while maintaining confidentiality on behalf of residents in the H.O.P.E. Haven Program.
3. Implements all components of Trauma Informed Care as trained in the orientation workshop for residents in the H.O.P.E. Haven Program.
4. Utilizes principles for biblical mentoring relationships in her interactions with residents.
5. Reviews information on survivors being referred to the H.O.P.E. Haven Program and participates in the decision regarding acceptance.
6. Maintains client files in accordance with insurance and ministry expectations. Documents information including weekly menus, fire drills, weekly medical reports, incident reports, weekly visitation, and transition sheets. Documents information relating to medical and dental appointments, maintenance problems, in-service hours, work absences and employment or other issues.
7. Helps to develop, implement, and revise comprehensive, individualized Goal Plans in coordination with residents and Clinical Director, counselors, mental health professionals, etc. Documents resident progress toward achievement of treatment plan.
8. On a continuous basis, assists in networking with referral and support agencies. Assists with speaking engagements and offers interpretation of program and organization mission for the community.
9. Maintains an active role with all involved in the program (e.g., neighbors, family, counselor, mental health worker, and other support personnel) and more specifically, works with local

resource agencies (Richmont Trauma Center, SETHRA, Vocational Rehabilitation, adult education centers, etc.) to coordinate assistance for each resident in the program.

10. Oversees resident's attendance to daily activities: (e.g., employment, tutoring, counseling, recreation, personal hygiene, daily growth opportunities, etc.). Is responsible to ensure adherence to house rules through a trauma informed approach.

11. Co-manages budget documentation and expenditure of funds for the H.O.P.E. Haven Program and submits appropriate documentation to the Executive Director. Offers fiscal oversight to residents and monitors current fiscal goals for each.

12. Assists with all aspects of managing the physical property of the home. In coordination with residents and BHR maintenance personnel, maintains property in a clean, safe, and attractive manner.

13. Participates in all facets of technical program consultation and professional evaluation.

14. Attends regularly scheduled in-service and specially scheduled training sessions, as well as weekly case reviews. Takes initiative in seeking and participating in other professional growth opportunities. Keeps abreast of issues affecting survivors of human sex trafficking.

QUALIFICATIONS:

- 10 + years experience in related field preferred, Bachelor's degree preferred.
- Ability to nurture and develop healthy relationships, and create a successful trauma informed environment.
- A positive, can-do attitude is essential.
- A strong sense of humor is a plus.
- Demonstrated leadership abilities.
- Have knowledge or able to learn advocacy for trauma survivors, key aspects of trauma informed care, program assessment, and accessing community resources is required.
- Strong interpersonal and discipleship skills.
- Excellent communication and conflict resolution skills.
- Ability to exercise a high level of independent judgment.
- Demonstrated history of administrative experience; ability to manage multiple tasks and projects; and have intermediate computer skills with MS Word, Excel, PowerPoint, and internet research.

- Have or able to learn a working knowledge of crisis/response training and management, mediation and conflict management.
- Have a valid driver's license with no more than one moving violation in the last two years and the ability to operate an automobile.

PERSONAL CHARACTERISTICS:

- Have a personal relationship with Jesus Christ and be committed to serving Him..
- Endorse without reservation the Blazing Hope Ranch statement of belief, mission, standards of conduct, and philosophy of treatment.

APPLICANTS:

Please fill out the online application and attach your résumé. Application includes three references, signed Confidentiality Statement, and a copy of driver's license.

Application should be mailed to Blazing Hope Ranch, PO Box 164, Dayton TN 37321.