

**Breaking Free:** Founded in 1996, by Ms. Vednita Carter, Breaking Free provides housing, advocacy, direct services, education, job/life skills and hope to 400-500 sex trafficked women and children each year. Breaking Free is a leader in the state and throughout the country on the issue of human trafficking and is one of the only programs in the country providing holistic services to restore abused and exploited women and girls. [www.breakingfree.net](http://www.breakingfree.net)

**Position: Women's Program Coordinator**

**\*African American women strongly encouraged to apply**

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**Job Description: Full-time**

**PRIMARY FUNCTION:**

Responsible for coordinating, planning, organizing and providing direct services

**RESPONSIBILITIES:**

- Oversee schedules and caseloads; and maintain communication with staff/Volunteers.
- Responsible for monitoring, reviewing, and completing documents, forms, data collection and reports required by grant guidelines.
- Responsible for communicating to staff those management decisions and issues which affect staff.
- Monitors/evaluates the work performance of staff to ensure that the responsibilities and duties are carried out in compliance with all Breaking Free, Inc. Policies and Procedures.
- Networks and communicates with referral sources to ensure client needs and goals are met.
- Effective, professional communication.
- Misc. duties as assigned

**DIRECT SERVICE RESPONSIBILITIES:**

- Case Management: Provide direct services to women/girls which include but are not limited to; one on one appointments, housing assistance, health care needs, transportation to and from appointments as needed, employment assistance, legal advocacy, child protection advocacy, child care assistance, intervention with social service agencies as needed, development of case plans, follow-up services, CD referrals as necessary, referrals to psychological evaluation referrals, crisis case management as necessary, be available by emergency cell phone as needed, etc.
- Provide intakes as needed
- Facilitate and organize weekly Life Skills Education groups

- Misc. duties as assigned - Miscellaneous duties could include a range of duties, which may include but are not limited to the following; covering for employees who are out ill, going to unexpected meetings, answering telephones, etc.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Comprehensive and thorough knowledge of women's issues (domestic and sexual violence, prostitution and addiction)
- A clear perspective and understanding of management principles and practices.
- The ability to prepare detailed, written reports in a clear, concise manner.
- The ability to provide leadership necessary to ensure a positive team approach.
- The ability to communicate effectively with clients, staff and community members.
- The ability to establish and maintain positive, professional relationships
- Experience providing direct services to women and girls
- Group Facilitation skills

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in social services or a minimum five years experience in related field.
- Previous supervisory experience (will train if necessary).
- Ability to work with a diverse population of women/girls specifically African American
- **\*Must have a valid driver's license and insurance**

**REPORTS TO:** Executive Director

To apply, please send your resume and cover letter to Trisha Carter at [tcarter@breakingfree.net](mailto:tcarter@breakingfree.net) or call 651-645-6557 with questions.