
YOUTH/HOMICIDE THERAPIST

Full-Time

General Responsibilities

1. Provide individual supportive counseling to secondary victims of homicide and youth survivors of domestic and sexual violence.
2. Provide referrals for survivors as needed.
3. Conduct outreach by presenting supervisor-approved education, prevention or informational presentations.
4. Adhere to all degree licensing requirements.
5. Attend community affairs as a representative of the organization.
6. Document professional activities in case files and required documentation reports.
7. Facilitate assigned group counseling sessions and programs.
8. Enter units/instances of services into data base on a weekly basis.
9. Conduct survivor assessments
10. Develop and implement individual survivor action plans
11. Keep up-to-date on laws and community resources.
12. Record client services on appropriate documentation forms.
13. Participate in quality assurance monitoring, program planning and evaluation and make recommendations for appropriate changes in policies, procedures, programs and other areas to improve the impact of services provided.
14. Attend all scheduled staff and program meetings.
15. Allow flexibility in scheduling and job function.
16. Maintain confidential files and keep confidentiality of crime victims.
17. Attend conferences and workshops as deemed appropriate by supervisor.
18. Maintain respectful attitude toward program participants and co-workers.
19. Must adhere to all safety and security policies and identify and correct security breaches to assure a safe place for guests and co-workers.
20. Any other duties assigned by Supervisor.

Qualifications and Skills Required

1. Professional skills: Master's Degree in Counseling or Social Work.
2. Communication Skills: The ability to speak and write clearly using proper spelling and grammar.
3. Is able to respond supportively to persons in crisis and assemble relevant facts.
4. Computer Skills: Can utilize a personal computer and is familiar with Microsoft Word and windows programs
5. Possess a valid Michigan Driver's License

To Apply:

Send resume and cover letter with salary expectations directly to Rachel Putnam-Farley at rpfarley@undergroundrailroadinc.org by December 15, 2017.

Equal Opportunity Employer, Minorities Encouraged To Apply.

SEXUAL ASSAULT THERAPIST

Full-Time

GENERAL RESPONSIBILITIES:

1. Respond to crisis calls as needed.
2. Provide individual support counseling for sexual assault survivors.
3. Provide referrals for survivors as needed with approval of survivor's case manager/advocate.
4. Conduct outreach by presenting supervisor-approved education, prevention or informational presentations.
5. Adhere to all degree licensing requirements.
6. Attend community affairs as a representative of the organization.
7. Provide support, advocacy, and crisis counseling for survivors in residential and non-residential programs.
8. Document professional activities in case files and required documentation reports.
9. Facilitate assigned group counseling sessions and programs.
10. Enter units/instances of services into data base on a weekly basis.
11. Conduct survivor assessments
12. Develop and implement individual survivor action plans
13. Keep up-to-date on domestic violence, stalking, sexual assault and human trafficking issues, laws and community resources.
14. Record client services on appropriate documentation forms.
15. Participate in quality assurance monitoring, program planning and evaluation and make recommendations for appropriate changes in policies, procedures, programs and other areas to improve the impact of services provided.
16. Assist with training of new staff and volunteers.
17. Attend all scheduled staff and program meetings.
18. Allow flexibility in scheduling and job function.
19. Maintain confidential files and keep confidentiality of crime victims.
20. Attend conferences and workshops as deemed appropriate by supervisor.
21. Maintain respectful attitude toward program participants and co-workers.
22. Must adhere to all safety and security policies and identify and correct security breaches to assure a safe place for guests and co-workers.
25. Any other duties assigned by Supervisor.

QUALIFICATIONS AND SKILLS REQUIRED:

1. Professional skills: Masters Degree in Social Work or Counseling.
2. Communication Skills: The ability to speak and write clearly using proper spelling and grammar.
3. Can be empathetic and able to remain calm in a crisis situation. Understand and follow empowerment model.
4. Able to respond supportively to persons in crisis and assemble relevant facts.
5. Has knowledge of and is interested in women's issues: particularly the dynamics and laws pertaining to domestic violence, stalking, sexual assault and human trafficking victims.
6. Computer Skills: Can utilize a personal computer and is familiar with Microsoft Word and windows programs.
7. Possess a valid Michigan Driver's License.

SUPERVISORY RESPONSIBILITIES: None

SUPERVISOR/RESPONSIBLE TO: Lead Therapist
CLASSIFICATION OF POSITION: F.L.S.A Hourly, Non-exempt

To Apply:

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Housing Services Manager

Full Time

The Housing Services Manager is responsible for coordinating the URR Housing Programs Staff to ensure effectiveness in day-to-day operation of housing programs, housing advocacy and support services provided to residential survivors and the emergency shelter. Provide support and advocacy that allows victims to implement their own decisions with respect for their rights and self-determination. This position works in close collaboration with the Program Director and Lead Advocate.

General Responsibilities:

1. Provide Leadership, direction, training evaluation and supervision to assigned personnel.
2. Develop and enhance positive working relationships with community partners that will improve the housing related services we provide to survivors.
3. Participate in the development and/or expansion of housing program services.
4. Responsible to write all housing related grant applications including HUD, OVW TSH and MDSVPTB TSH, and emergency shelter grants plus assist with any grant application that provides funding for the housing department.
5. Responsible for the timely and accurate completion of progress reports for all housing related grants.
6. Coordinate the collection and ensure the accuracy of grant data generated by housing program staff. Ensure data entry into database is maintained and accurate.
7. Assist with training and development of new staff, interns and volunteers; make hiring and firing recommendations for housing program staff as needed.
8. Ensure Childcare department meets and adheres to licensing regulations.
9. Model the empowerment philosophy for housing program staff and ensure that URR staff are meeting survivors where they are at in their journey and empowering them to make informed choices for themselves and their children
10. Provide on-going performance feedback and accountability for housing staff. Maintain written performance documentation, provide and document corrective action as needed.
11. Responsible for scheduling and facilitating all program department meetings.
12. Conduct case file review and provide feedback to staff, report findings to supervisor
13. Attend community affairs as a representative of the organization.
14. Provide support, advocacy, and crisis counseling for housing program participants.
15. Document professional activities in case files and required documentation reports.
16. Provide on-call support and emergency coverage for the Safety Center in addition to serving as an emergency responder to support victims in crisis through referrals from law enforcement

and hospitals coordinated and dispatched through URR Helpline. On-call responsibilities will be for one week intervals on a rotating basis. Schedule set by Program Director.

17. Create and submit a monthly advocacy program report with required documentation and submit to the Program Director in a timely manner
18. Participate in quality assurance monitoring, program planning and evaluation and make recommendations for appropriate changes in policies, procedures, programs and other areas to improve the impact of services provided.
19. Attend all scheduled staff, lead and program meetings.
20. Allow flexibility in scheduling and job function.
21. Maintain confidential files and keep confidentiality of crime victims.
22. Must adhere to Achieving Excellence Model Standards for Serving Victims and Survivors of Crime.
23. Attend conferences, workshops and other trainings as deemed appropriate by supervisor.
24. Maintain respectful attitude toward program participants and co-workers.
25. Must adhere to all safety and security policies and identify and correct security breaches to assure a safe place for guests and co-workers.
26. Any other duties assigned by Supervisor.

Qualifications and Skills Required:

1. Professional Skills: Bachelor's Degree in Social Work, Psychology or Human Services, at least two years' experience working in a domestic violence and/or sexual assault program and prior experience supervising employees/volunteers.
2. Communication Skills: The ability to speak and write clearly using proper spelling and grammar. The ability to respond supportively to persons in crisis and assemble relevant facts.
3. Can be empathetic and able to remain calm in a crisis situation. Understand and follow empowerment model.
4. Has knowledge of and is interested in women's issues; particularly the dynamics and laws pertaining to domestic violence, stalking, sexual assault and human trafficking victims.
5. Computer Skills: Can utilize a personal computer and is familiar with Microsoft Word and Windows programs.
6. Possess a valid Michigan Driver's License

Supervisory Responsibilities: Housing Lead Advocate, Shelter Coordinator and Childcare Coordinator

Supervisor/Responsible to: Program Director

Classification of Position: Full-Time, F.L.S.A. Salary Exempt

Instructions to Apply:

Please email resume and cover letter with salary expectations to rpfarley@undergroundrailroadinc.org by December 15, 2017. Only those who follow this instruction will be considered.

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CHILD CARE COORDINATOR

Full-Time

GENERAL RESPONSIBILITIES:

1. Plan and implement the daily program activities.
2. Plan and prepare the learning environment, set up interest centers, and prepare needed materials and supplies.
3. Maintain standards, and coordinate renewal, of State Child Care License.
4. Develop and implement a routine housekeeping plan which includes regular intervals of a complete cleaning of the childcare room and equipment.
5. Treat all children with respect and dignity.
6. Provide leadership, direction and supervision to assigned personnel.
7. Implement and maintain child care up to State Childcare Licensing Standards.
8. Keep up-to-date on domestic violence, stalking, sexual assault and human trafficking issues, laws and community resources.
9. Provide referrals for survivors as needed.
10. Record client services on appropriate documentation forms.
11. Participate in quality assurance monitoring, program planning and evaluation and make recommendations for appropriate changes in policies, procedures, programs and other areas to improve the impact of services provided.
12. Attend community affairs as a representative of the organization.
13. Document professional activities in case files and required documentation reports.
14. Enter units/instances of services into data base on a weekly basis.
15. Assist with training of new staff and volunteers.
16. Attend all scheduled staff and program meetings.
17. Allow flexibility in scheduling and job function.
18. Maintain confidential files and keep confidentiality of crime victims.
19. Attend conferences and workshops as deemed appropriate by supervisor.
20. Maintain respectful attitude toward program participants and co-workers.
21. Must adhere to all safety and security policies and identify and correct security breaches to assure a safe place for guests and co-workers.
22. Any other duties assigned by Supervisor.

QUALIFICATIONS AND SKILLS REQUIRED:

1. Professional Skills: Minimum of 60 semester hours of college credit with not less than 12 semester hours in child development, child psychology or early childhood education.
2. Communication Skills: The ability to speak and write clearly using proper spelling and grammar.
3. Be empathetic and able to remain calm in a crisis situation. Understand and follow empowerment model.
4. Has knowledge of and is interested in women's issues; particularly the dynamics and laws pertaining to domestic violence victims, sexual assault, stalking and human trafficking.
5. Computer Skills: Can utilize a personal computer and is familiar with Microsoft Word, Windows, and various educational programs.
6. Possess a valid Michigan Driver's License.

SUPERVISORY RESPONSIBILITIES: Child Care Staff, Volunteers

SUPERVISOR/RESPONSIBLE TO: Housing Manager

CLASSIFICATION OF POSITION: F.L.S.A Salary, Exempt

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SAFETY CENTER ADMINISTRATIVE ASSISTANT

Full-Time

General Responsibilities:

1. Answer business phone and transfer calls.
2. Restock paperwork and supplies as needed.
3. Assist with donations.
4. Answer business door via intercom system.
5. Assist survivors with appointments.
6. Keep up-to-date on domestic violence, stalking, sexual assault, and human slavery issues, laws and community resources.
7. Provide supervision and guidance to experienced works and volunteer reception staff.
8. Record client services in database and on appropriate documentation forms.
9. Manage client database. Such as problem solving and adding/terminating users.
10. Collet and Compile data for grant progress reports/reporting.
11. Participate in quality assurance monitoring, program planning and evaluation and make recommendations for appropriate changes in policies, procedures, programs and other areas to improve the impact of services provided.
12. Assist with training of new staff and volunteers.
13. Attend all scheduled staff and program meetings.
14. Allow flexibility in scheduling and job function.
15. Maintain confidential files and keep confidentiality of crime victims.
16. Attend conferences and workshops as deemed appropriate by supervisor.
17. Maintain respectful attitude toward program participants and co-workers.
18. Must adhere to all safety and security policies and identify and correct security breaches to assure a safe place for guests and co-workers.
19. Assist with crime victim compensation.
20. Must adhere to Achieving Excellence Model Standards for Serving Victims and Survivors of Crime.
21. Provide direct services in accordance with direct service position and VOCA that include: information & referral, personal advocacy & accompaniment, emotional support & safety services, shelter & housing services, and criminal/civil justice system assistance.
22. Must adhere to URR Standard Operating Procedures and VOCA policies and procedures.
23. Any other duties assigned by Supervisor.
24. Notary Republic duties.
25. Maintaining Resource Center spreadsheets.

26. I-Drive Maintenance and IT issues.

Qualifications and Skills Required:

1. Professional Skills: Minimum of two years' college in Human Services curriculum and/or a survivor of domestic violence, sexual assault, or stalking.
2. Communication Skills: The ability to speak and write clearly using proper spelling and grammar. Able to respond supportively to persons in crisis and assemble relevant facts.
3. Physical Qualifications: Ability to lift up to 50 lbs. Ability to cook and clean without any physical restrictions.
4. Has knowledge of and is interested in women's issues; particularly the dynamics and laws pertaining to domestic violence, stalking and sexual assault victims.

SUPERVISORY RESPONSIBILITIES: Volunteer Receptionist

SUPERVISOR/RESPONSIBLE TO: Program Director

CLASSIFICATION OF POSITION: Full Time, Hourly, Administrative

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RESIDENTIAL ADVOCATE

Underground Railroad Inc.

Part-time

Part-time hourly entry level position providing support and crisis intervention services to survivors of domestic and sexual violence in a shelter setting. We are searching for a staff member with a varied work schedule for 1st and 2nd shifts with 3rd shift fill-in, approximately 3 days per week.

General Responsibilities:

Respond to crisis, information and referral calls.

Provide guest support, crisis intervention, and maintain stability of the house and pet shelter.

Conduct guest intakes and departures.

Provide on-call assistance to TSH & PSH residents.

Facilitate/arrange emergency responder on-call requests from police and hospitals.

Maintain cleanliness and minor maintenance of residential areas.

Maintain availability to guests to provide for their needs.

Restock paperwork and supplies as needed.

Provide guest assistance in completing routine chores, and when necessary complete chore.

Coordinate and prepare shelter meals for guests.

Assist with in-kind donations.

Keep up-to-date on domestic violence, stalking and sexual assault issues, laws and community resources.

Provide referrals for survivors as needed.
Record client services on appropriate documentation forms.
Participate in quality assurance monitoring, program planning and evaluation and make recommendations for appropriate changes in policies, procedures, programs and other areas to improve the impact of services provided.
Assist with training of new staff and volunteers.
Attend all scheduled staff and program meetings.
Allow flexibility in scheduling and job function.
Maintain confidential files and keep confidentiality of crime victims.
Attend conferences and workshops as deemed appropriate by supervisor.
Maintain respectful attitude toward program participants and co-workers.
Must adhere to all safety and security policies and identify and correct security breaches to assure a safe place for guests and co-workers.
Any other duties assigned by Supervisor.

Qualifications and Skills Required:

Professional Skills: Minimum of two years college in a Human Services curriculum and /or a survivor of domestic violence, sexual assault or stalking.
Communication Skills: The ability to speak and write clearly using proper spelling and grammar. Able to respond supportively to persons in crisis and assemble relevant facts. Be empathetic and able to remain calm in a crisis situation. Understand and follow empowerment model.
Physical Qualifications: Ability to lift up to 50 lbs. Ability to cook and clean without any physical restrictions.
Has knowledge of and is interested in women's issues; particularly the dynamics and laws pertaining to domestic violence, stalking, sexual assault and human trafficking victims.
Possess a valid Michigan Driver's License.

How to Apply:

Fax cover letter & resume: Attn. Rachel Putnam-Farley @ 989.755-3006 or email to rfarley@undergroundrailroadinc.org.

Only resume/cover letters received by fax or email will be considered.

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