



Human Trafficking Residential Coordinator

My Sister's House began in 2000 as a public campaign to establish the organization as Sacramento's (in fact the Central Valley's) first agency to address battering in the Asian and Pacific Islander community. This included providing the development of a culturally appropriate safe haven. My Sister's House desires to serve the needs of Asian and Pacific Islander women impacted by human trafficking by providing a culturally competent safe haven that empowers them to achieve a life of human dignity.

The Human Trafficking Residential Coordinator is hired by the Executive Director and is directly accountable to the Human Trafficking Shelter Manager. The Human Trafficking Residential Coordinator helps with the following responsibilities:

- Responsible for the nightly and weekend operations and functions of Lotus House
- Provides direct services and case management to residents on their journey to empowerment and self-sufficiency, including: goal setting, providing resources, and teaching basic life skills
- Conducts intake and screening of new clients in accordance to established criteria, and completes exit paperwork when a client transitions
- Maintains a safe living environment for clients, including being vigilant while at the house, remaining calm during a crisis, and mediating client issues
- Communicates clearly with the Anti-Trafficking Shelter Manager so the team can efficiently coordinate client needs
- Provides crisis intervention to help line and shelter clients
- Maintains accurate and up to date client case notes and other administrative duties
- Conducts follow-up with human trafficking clients' crisis calls
- Participates and represents My Sister's House at various community and collaborative meetings
- Assist in managing shelter resources
- Other duties as assigned

Qualifications:

- Completed 40-hour Domestic Violence training through MSH
- Demonstrated experience (either paid or volunteer) in working in human trafficking or violence against women field required.
- Able to work with diverse populations, including Asian and Pacific Islander ethnic groups and other racial minorities, youth, immigrants, refugees, lesbians, transgender, physically and mentally challenged.
- Experience in working at a shelter or housing setting preferred.
- Strong communication and conflict resolution skills are highly desirable.
- Bilingual skills preferred. (Chinese, Hmong, or other Asian Pacific Islander language ideal.)
- Ability to manage multiple tasks and projects simultaneously and efficiently with minimal supervision.
- Ability to use gmail, MS Office 2000 programs, Google Calendar, and Google Drive
- Ability to work as part of a team.
- A strong commitment to helping women and children in need.
- Able to work evenings and weekends, be on call some nights.
- Valid driver's license and ability to use personal vehicle for work; proof of car insurance.
- Ability to lift and/or move up to 25 pounds

Position:	40 hours / week / Full-Time – weekends and evenings, non-exempt, at-will
Starting Salary:	\$14.91 per hour
Deadline to apply:	Open until filled.
To Apply:	Mail resume and cover letter to: My Sister's House Attn: Executive Director 3053 Freeport Blvd #120, Sacramento, CA 95818