



## **Embracing Freedom “The Brandice” Program Director Job Description**

### **Organization Overview**

Embracing Freedom is a trauma-informed, survivor-centered agency dedicated to serving commercially sexually exploited and trafficked youth. Our CSEY Drop-In Center provides a low-barrier, safe, and welcoming space where young people who have experienced sexual exploitation or trafficking can access immediate basic needs, harm-reduction services, advocacy, and pathways to long-term healing and stability.

### **Position Summary**

The Program Director is the senior leader responsible for the Advocacy operations of the CSEY Drop-In Center. This is a full-time leadership role reporting directly to the Senior Director. The Program Director oversees all day-to-day services of the drop-in program, ensures trauma-informed and survivor-centered principles, manages a multidisciplinary team, and serves as the primary liaison with law enforcement, child welfare, and community partners.

**Availability:** Generally, Monday through Friday 8:30-5:30. Weekends, evenings and holidays as needed. Frequent back up/supervisory call. Anticipated 45-50 hour work week.

### **The Program Director Job Requirements:**

- Mature Christian Faith, as evidenced by participation in a local Christian Church
- Through commitment to the vision, mission, and values of Embracing Freedom
- Provide at least 3 references
- Strong administrative skills
- Develop program goals and implement strategies to reach desired outcomes
- Responsible for program growth and development by providing ongoing evaluations and development for programmatic improvements to meet the needs of Embracing Freedom program participants
- Directly supervise youth advocates, peer mentors/survivors with lived experience, outreach, and volunteer staff
- Recruit, train, and retain staff with expertise in commercial sexual exploitation and complex trauma
- In collaboration with the Senior Director, use grants and reports to secure federal, state, and private funding for CSEY programming

- Ensure all services (basic needs, mental health, medical health, case management, legal advocacy, housing navigation) are delivered through a trauma-informed, stages-of-change, and harm-reduction lens
- Knowledge of 24/7 crisis or drop-in programs and supervising multidisciplinary teams
- Develop processes, forms, and other structures for Embracing Freedom
- Represent Embracing Freedom at community and partner meetings as needed
- Facilitate protocol reviews and make necessary revisions
- Strong conflict resolution, mediation, organization skills, and absolute discretion with confidential information
- Maintain positive collaborative relationships with community partners
- Support the overall mission and vision of Embracing Freedom and each program by working collaboratively with other management team members and staff, and modeling a positive attitude and work environment
- Attend relevant training and conferences to advance knowledge and skill set.
- Willingness to work after hours as needed
- Present program updates quarterly
- Ensure the physical space remains welcoming, youth-friendly, culturally responsive, and trauma-informed
- Other duties as assigned by the Senior Director

#### **Supervision:**

- Ensure the seamless and timely flow of activities and services.
- Plan, coordinate, and facilitate weekly/monthly meetings with supervisors and advocates to review cases.
- Manage all intakes and referrals.
- Ensure that all new staff are trained with current processes and procedures regarding trafficking and cultural sensitivity, and that all relevant topics are ongoing and timely for staff.
- Facilitate employee performance reviews annually.
- Coordinate Case Staffing.
- Plan and organize the on-call schedule.

#### **Crisis Management:**

- Crisis intervention
- Respond to on-call inquiries as needed

#### **Core Competencies:**

- Emotional resilience and the ability to hold space for trauma narratives without re-traumatizing youth or staff.
- Commitment to anti-oppressive practice and dismantling the adult/youth power imbalance.

#### **Abuse Risk Management Requirements:**

- Maintain annual Abuse Risk Management training
- Adheres to policies related to boundaries with youth
- Attends required abuse risk management training
- Reports suspicious or inappropriate behaviors and policy violations

- Follows mandated abuse reporting requirements
- Adheres to job-specific abuse risk management responsibilities
- Routinely monitors high-risk locations
- Ensures only authorized adults are allowed in the facility

#### **Educational Required/Preferred Skills:**

- Bachelor's degree or higher in social work or related field
- Minimum of 1-2 years of experience working with a Child Advocacy Center (CAC), CSEY Advocacy Org (preferred), serving as an active multidisciplinary team member, and/or a minimum of experience conducting abuse investigations or comparable experience
- Trust-Based Relational Intervention (TBRI) training (preferred)
- Supervisory or management experience (preferred)
- Ability to problem solve in the moment with advocates and provide coaching and resources as needed
- Experience working with law enforcement, the District Attorney's Office, the Department of Family and Protective Services (DFPS), and child abuse intervention (preferred)
- Intermediate to advanced proficiency with both Mac and PC applications
- Flexibility, a positive attitude, good character, problem-solving skills, tact, cultural sensitivity, and good judgment are essential

#### **Licenses & Certifications**

- **Required:** Valid driver's license and reliable transportation with Insurance
- **Preferred:** Trauma-informed care certification
- **Preferred:** Crisis intervention certification
- **Preferred:** First Aid/CPR certification

#### **APPLICATION PROCESS**

##### **Required Application Materials**

- **Resume:** Detailed work history and educational background
- **References:** Three professional references, including all supervisor's contact information, and three personal references with contact information
- **Transcripts:** Official or unofficial transcripts from degree-granting institutions

The position requires a Bachelor's degree in Criminal Justice, Social Work, or a related field, and at least one to two years of experience. Licensure in Social Work preferred. Preference will be given to those with expertise in trauma-informed crisis intervention, especially with a relationship to sex trafficking. TBRI and Commercial Sexual Exploitation-Identification Tool (CSE-IT) certifications are a plus. The Program Director reports directly to the Embracing Freedom Senior Director.

#### **CONTACT INFORMATION**

**To Apply:** Submit application materials to [info@embracingfreedombmt.com]

**Questions:** Contact Lexi Molina at 409-790-0798

**Organization Website:** [embracingfreedombmt.com](http://embracingfreedombmt.com)

**Additional information:**

While every application will be reviewed, only applicants considered for the position will be contacted.

Upon hire, Embracing Freedom issues a 90-day probation period for new employees.

I have read and understood the job description.

**Print Name:** \_\_\_\_\_

**Sign Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_