



## Behavioral Health Clinician

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House of Cherith (HOC) Behavioral Health Clinicians (BHC) counsels and supports residents with behavioral health challenges. They encourage residents to talk and process through their feelings to assess and develop healthy strategies to enhance their lives and relationships.

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### Qualifications

- Completed a Masters level degree in counseling, social work, psychology or related behavioral health sciences
  - Client- Centered focus
  - Supervised clinical experience or internship
  - Trauma training and experience
  - Participate in ongoing education and training opportunities
  - Supports the organization's guiding principles
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### Core Competencies

- |                          |                              |
|--------------------------|------------------------------|
| • Time Management        | • Personal                   |
| • Organization           | • Empathetic                 |
| • Communications         | • Confidentiality            |
| • Adaptability           | • Management                 |
| • Approachable/Relatable | • Qualitative Interpretation |
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### Responsibilities

#### Administrative:

- Administration of behavioral health evaluations and assessments
- Individual and group counseling
- Review progression and/or digressions of clients behaviors.
- Ability to undertake crisis intervention and walk-ins as necessary.
- Record and maintain client personal data
- Keep all resident information confidential unless it involves harm to the resident and/or another person.

#### Client Relations:

- Counsel and support residents with behavioral health challenges, while developing crisis intervention plans.
- Assess and assist residents with emotional stability and talk through and encourage feelings and strategies to improve the lives of residents and their relationships.
- Meet with residents to discuss issues with sleep, stability or medication.

#### Workplace Etiquette:

- Engage with staff and conduct care team meetings as necessary.
- Maintain professional relationships with staff and residents.



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- Model a welcoming and healthy disposition.



## Case Manager

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House of Cherith (HOC) Case Managers create, implement, and monitor case plans to assist residents in meeting their goals. They use their knowledge of social services to assess needs, develop case plans and provide interdisciplinary care. They hold weekly meetings with residents to ensure that they are advancing in their case plan.

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### Qualifications

- Counseling and advocacy experience for human trafficking survivors
- Participate in ongoing education and training opportunities
- A general mental health knowledge
- Completed an undergraduate degree in Social Services or a related field
- Familiarity with community resources
- Ability to build rapport with clients
- Social service experience
- Computer literacy
- Client-centered focus

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### Core Competencies

- |                   |                              |
|-------------------|------------------------------|
| • Resourceful     | • Adaptability               |
| • Time Management | • Personable/Approachable    |
| • Organizational  | • Empathetic                 |
| • Communications  | • Qualitative Interpretation |
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### Responsibilities

- Implement and review case plans
- Collaborate with treatment providers and placement agencies
- Ensure all case management documentation is completed in a timely manner
- Schedule weekly sessions and submit appropriate documentation
- Connect and assist clients with public service resources
- Maintain accurate and up-to-date case records
- Collaborate with others in the organization
- Transport clients to appointments
- Serve as an advocate for residents with all service and legal agencies
- Supports the organization's guiding principles



## **Resident Services Associate**

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House of Cherith (HOC) Resident Services Associate (RSA) is responsible for maintaining a safe, clean and nurturing environment in the home. They provide leadership, direction, mentorship and coaching the residents through their healing process and establishes authority in the home.

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### **Qualifications**

- Completed an undergraduate degree in Social Services or a related field
- Experience managing groups of adults in a therapeutic setting
- A general behavioral health acumen
- Ability to build positive rapport with clients
- Social service experience
- Computer literacy
- Client-centered focus
- Must have an active driver's license

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### **Core Competencies**

- |                   |                            |
|-------------------|----------------------------|
| • Leadership      | • Adaptability/Flexibility |
| • Time Management | • Personable/Approachable  |
| • Organization    | • Empathetic               |
| • Communications  | • Active listening         |

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### **Responsibilities**

- Provide spiritual leadership to residents
- Be responsible for the daily activities of the home and care of the women
- Help the women meet appointments and other responsibilities
- Know where each resident is when the woman is outside the home
- Help monitor leisure time activities, including monitoring of TV, music, phone calls and visitation
- Dispense and log medications for each individual resident
- Notify the Program Manager and/or Director of medical and other emergencies
- Conduct random room searches and drug tests for residents
- Monitor visiting groups and volunteers
- Supports the organization's guiding principles



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## Program Manager

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House of Cherith (HOC) Program Manager (PM) counsels and supports residents with behavioral health challenges. They encourage residents to talk and process through their feelings to assess and develop healthy strategies to enhance their lives and relationships.

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### Qualifications

- Completed a Masters level degree in counseling, social work, psychology or related behavioral health sciences
  - Client- Centered focus
  - Supervised clinical experience or internship
  - Trauma training and experience
  - Participate in ongoing education and training opportunities
  - Supports the organization's guiding principles
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### Core Competencies

- |                          |                              |
|--------------------------|------------------------------|
| • Time Management        | • Personal                   |
| • Organization           | • Empathetic                 |
| • Communications         | • Confidentiality            |
| • Adaptability           | • Management                 |
| • Approachable/Relatable | • Qualitative Interpretation |
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### Responsibilities

#### Administrative:

- Administration of behavioral health evaluations and assessments
- Supervise, schedule and coordinate all staff, shifts, etc.
- Serves as direct supervisor and first point of contact for all other HOC employees
- Review progression and/or digressions of clients behaviors.
- Ability to undertake crisis intervention and walk-ins as necessary
- Record and maintain client data
- Keep all resident information confidential unless it involves harm to the resident and/or another person.

#### Client Relations:

- Counsel and support residents with behavioral health challenges, while developing crisis intervention plans.
- Assess and assist residents with emotional stability and talk through and encourage feelings and strategies to improve the lives of residents and their relationships.
- Meet with residents to discuss issues with sleep, stability or medication.
- Serves as ultimate disciplinarian for the home.

#### Workplace Etiquette:



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- Coordinate monthly staff meetings and quarterly staff evaluations.
- Engage with staff and conduct care team meetings as necessary.
- Maintain professional relationships with staff and residents.
- Model a welcoming and healthy disposition.



## Housing Assistant

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The House of Cherith (HOC) Housing Assistant is responsible for assisting the administrative team and the Resident Support Associates (RSAs) in acquiring the items needed to make the program successful. Housing Assistants are also responsible for all transportation that is necessary to aid residents in their journey.

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### Qualifications

- Bachelor's degree in Communications, Non-profit Management, Hospitality or related field; OR high school diploma and a minimum of two years of related experience
  - Experience working with social media, emails etc.
  - Proficient in Google Suite (Gmail, Docs, Slides, Sheets, etc.)
  - Proficient in Microsoft Office (Word, PowerPoint, Excel, etc.)
  - Proficient in Canva or similar design suite
  - Excellent organizational and communication skills
  - Strong time management and prioritization skills
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### Core Competencies

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|---|--------------------------------|
| • Communication Skills (written and verbal) | • Leadership                   |
| • Organization                              | • Helpful                      |
| • Time Management                           | • Accommodating and Hospitable |
| • Adaptability/Flexibility                  | • Creativity                   |
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### Responsibilities

#### Shopping

- Compiling grocery lists from staff and clients
- Grocery shopping for general items
- Using food stamp cards for individual items on as needed basis (must be approved by CM)
- Assists in gathering supplies needed for administrative team/office
- Picks up supplies/items needed for Experience Coordinator for in house activities

#### Transportation

- Transporting clients to and from their appointments
- Picking up items for clients as approved by CMs or PM
- Ensuring that there is gas in all EV vehicles at all times
- Compiling a list of all medications that need to be refilled
- Retrieving medication prescriptions from hospitals, clinics and pharmacies