



Position Title: Trauma Education & Development Administrative Coordinator

Location: Children's Palace, 601 NW Harrison

Reports to: Director of Trauma Education & Development

Date: 7/14/23

SUMMARY OF RESPONSIBILITIES

The Trauma Education & Development Administrative Coordinator will aid in the implementation and integration of Trust-Based Relational Intervention (TBRI) throughout Topeka Rescue Mission (TRM) Ministries. Including, but not limited to, coordinating monthly Connection Groups to review elements of the TBRI model, offer opportunities for staff, guests, and volunteers to practice tools, discuss challenges, and build networks amongst all TRM ministries. This role will also provide administrative oversight for the program with the help of facilitating training and staff development concerning TBRI. Along with all other ministry positions, there is an expectation of sharing the love of Jesus Christ with staff, guests, neighbors, and volunteers alike.

SPECIFIC DUTIES AND RESPONSIBILITIES

Administrative Tasks

- Supports internal communication about the program, conducts data entry, attends meetings, and submits required reports
- Reserves rooms and equipment and completes training checklist for assigned courses.
- Coordinates and schedules various staff trainings and TBRI Connection groups, as assigned, including the tracking and communication of absences with the respective supervisors
- Maintain and organize adequate supplies/snacks/materials as needed on a regular basis, communicating shopping and budget needs with director.
- Assists in the set-up and tear-down of the training environment, including the physical movement of tables, chairs, and equipment.
 - Prints, organizes, and distributes training materials.
 - Facilitates the organization of needed snacks and drinks for training and group environments.
- Maintenance and upkeep of "Encouragement" and "Resource" boards in shelters, coordinating with volunteers as needed for this task.
- Attend outside training related to TBRI and other Evidenced Based Practice Trainings, as requested.
- Continually contribute to the conceptual development of program initiatives.
- Work with case managers to identify and connect guests with trauma education programming, including scheduling of classes and tracking attendance, and communicating with case managers as needed regarding attendance or any other guest concerns
- Perform other administrative tasks as needed.

Trainings

- Assist with the implementation of all TBRI training and professional development within TBRI interventions.
- Assist with the facilitation of TBRI training for all TRM staff and volunteers.
- Be available for one-on-one coaching or assistance during training for any trainees needing additional support.

Trauma Education Programming



- Assist in the facilitation of programming classes, including set-up, tear-down and presenting materials.
- Communicate with case workers concerning any attendance issues or concerns regarding guests in class
- Keep track of attendance data using the correlating Excel spreadsheet
- Model effective TBRI approaches with staff, guests, neighbors, and volunteers alike, to include groups and in real time support.
- Assist in development of monthly materials and facilitation of connection groups

EDUCATION AND EXPERIENCE

- Associate degree preferred; High School diploma or GED required
- A deep understanding of the principles inherent in TBRI and related trauma-informed practices is an advantage, but not required
- A minimum of (1) year working with an at-risk population

SKILLS, KNOWLEDGE, AND ABILITIES

- Job requires a good working knowledge of Microsoft office (Outlook, Word, and Excel)
- Demonstrates good interpersonal skills and the ability to work well and communicate effectively with all levels of staff, donors, and volunteers
- Proven ability to work independently, proactively, and think critically about complex issues
- Excellent organizational skills
- Reliable team player

LICENSES AND CERTIFICATIONS

- 28-hour TBRI Care-giver training certificate (can be provided by TED staff upon hire)

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Primarily inside, occasionally outside shadowing different departments
- Must be able to spend long periods of time on feet and walking

RESPONSIBLE FOR CARRYING OUT THE FOLLOWING ASPECTS OF MINISTRY

- Personally seek first the Kingdom of God and His righteousness. –*Matthew 6:33*
- Love the Lord you God with all your heart, soul and strength. –*Matthew 22:37*
- Love your neighbor as yourself. –*Matthew 22:39*
- Show love, compassion, and mercy to all. –*John 13:34, 1 John 3:17, Matthew 5:7*
- Love unconditionally. –*1 Corinthians 13:7*
- Encourage others. –*1 Thessalonians 5:11*
- Intentionally share the Gospel of Jesus Christ. –*Matthew 28:19*
- Pray for those in need. –*James 5:16*
- Daily display the fruit of the Holy Spirit: love, joy, peace, patience, gentleness, goodness, faithfulness, meekness, self-control. –*Galatians 5:22-23*
- Put others before yourself. –*Philippians 2:3*
- Laugh often, even in the face of difficulty. –*Proverbs 17:22*
- Attend designated staff and prayer meetings. –*Hebrews 10:25*