**The EVA Center**

A project of Casa Myrna

**JOB OPENING**

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| **Support Service Coordinator****Full-Time, Non-Exempt, located in Boston** |

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| The EVA Center is a survivor led exit program that offers respectful, long term, holistic, comprehensive exit services for women wanting out of sexual exploitation (prostitution/trafficking). A Support Service Coordinator will be an integral part of our team of advocates and key to providing and connecting women caught in systems of prostitution to needed resources and safety that at our emergency safe home. The EVA Center operates one of the few survivor led emergency shelter programs in the country breaking new ground in crisis intervention for exploited women.  We are seeking a committed, highly motivated individual committed to trauma informed and strength based approach to be part of our team. We offer a 35-hour workweek and flexible schedule.  |

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| **Principal Duties and Responsibilities*** Promote the development and a supportive community at the safe home, promoting and supporting healthy conflict resolution, using strength based approach.
* Assists each participant in identifying and developing individualized exit plans, and act as advocate and liaison in connecting women to educational supports, housing, recreational and other community services.
* Ability to serve as a role model; providing reliable information and emotional support.
* Ability to work as a team, with other peer advocates and community partners
* Networks and communicates with referral sources to ensure participants needs and goals are met.
* Work with participants in identifying resources, referrals and practical assistance assisting them establishing their goals.
* Keeps accurate and complete records of all services and activities as required, including but not limited to: data entry into the Casa Myrna database, maintaining weekly progress notes, and maintaining complete and current participant files.
* Develops relationships with community providers and serves as a spokesperson on issues of commercial sexual exploitation.
* Represents and supports the vision and mission of the EVA Center.
* Maintains contact by phone after participants leave the shelter program to ensure their ongoing success.
* Accompany participants to appointments and provide encouragement for opportunities in community based activities that support health and wellness.
* Maintain cleanliness of the house and perform tasks on staff chore list.
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| **Qualifications and Requirements*** Experience working with and on behalf of marginalized populations and handling complex situations.
* Experience with crisis intervention.
* Associate or BA degree and minimum of five years of experience with direct service.
* Driver’s license and or ability to travel throughout the Boston area.
* Promote an atmosphere of respect and cooperation; maintain confidentiality as per EVA Center/CMV policies, ability to effectively interact with the public, corrections, police, and co-workers.
* Understanding of the impact of trauma and support a strength based trauma informed approach.
* Knowledge of a feminist analysis of violence against women.
* Personal history of exploitation and or related life experiences a plus.
* Excellent written communication skills
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**Salary: Commensurate with experience. The EVA Center is committed to working for economic and social justice for staff as well as participants and believes in offering its staff competitive salary and is open to innovation and opportunities to do meaningful work within a supportive work environment.**

**To apply please email your send both resume and cover letter to Cherie Jimenez, program director to:** **cherie@evacenter.org** **with subject line: support service coordinator**