



DIRECT CARE JOB DESCRIPTION

Job Title: Enrichment Coordinator

Department: Direct Care

Reports To: CEO

Job Type: Part Time/Non-Exempt

Summary:

The Enrichment Coordinator plays a key role in helping participants build skills, confidence, and independence through educational support, life skills development, career exploration, and engaging workshops. This position is responsible for facilitating curriculum, creating meaningful learning experiences, and connecting participants with resources that support their personal goals.

The ideal candidate is creative, organized, relational, and passionate about empowering survivors through education and personal growth. Because this role works closely with individuals healing from trauma, a background in mental health, counseling, behavioral health, social services, or a related helping profession is strongly preferred.

Key Responsibilities

Workshop Facilitation & Curriculum

- Lead engaging workshops for residential and outpatient participants.
- Facilitate curriculum focused on life skills, personal growth, education, and career development.
- Develop and enhance workshop content to meet participant needs.
- Track participant engagement and workshop outcomes.

Education & Career Development

- Support participants in pursuing educational goals, including high school completion, college, vocational training, and certifications.
- Assist with resume building, interview preparation, and job readiness skills.
- Help participants explore career interests and community opportunities.
- Connect participants with educational and workforce resources.

Participant Support

- Build meaningful relationships with participants through encouragement and accountability.



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- Support individualized goals and growth plans.
- Foster an environment of belonging, safety, and connection.
- Collaborate with the treatment team to support participant success.

Community Partnerships

- Develop relationships with local schools, workforce programs, colleges, and community organizations.
- Identify opportunities that expand resources and support available to participants.

Supervisor Responsibilities:

This position has no supervisory responsibility.

Qualifications:

- Passion for working with survivors and vulnerable populations.
- Strong communication, organization, and relationship-building skills.
- Ability to facilitate groups and engage diverse learners.
- Experience working in the mental health, behavioral health, social services, education, or nonprofit field preferred.
- Knowledge of trauma-informed care and survivor-centered practices preferred.
- Certification or training in counseling, coaching, case management, behavioral health, peer support, mental health services, or a related field preferred.
- Experience facilitating groups, workshops, or psychoeducational programming preferred.
- Bachelor's degree in Human Services, Social Work, Psychology, Counseling, Education, or a related field preferred.

Education:

A bachelor's degree in Human services or a related field is preferred. Experience in a residential setting is preferred.

Language Skills:

Ability to document daily notes and serious incident reports. Ability to communicate, verbally and in writing, in a clear, concise, and effective manner.

Reasoning Skills:



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Ability to define problems, collect data, establish facts, be assertive, and draw valid conclusions.

Ability to interpret a variety of instructions in written or oral form.

Other Requirements:

- Must be 21 years of age or older.
- Physical demands may be required in this position.
- A valid Texas Driver's License, appropriate insurance, and a reliable vehicle.
- Must submit and pass a pre-employment drug test, as well as agree to random drug tests during employment.
- Must successfully pass all background screens as required by the state.
- Have a record of a tuberculosis screening, showing the employee is free of contagious TB.
- Be physically, mentally, and emotionally capable of performing assigned tasks and must have the skills necessary to perform assigned tasks.

Benefits:

- Paid time off, when eligible.
- Parental leave, when eligible.
- Health Insurance, when eligible.

Schedule:

- Monday to Friday
- Weekend and evening responsibilities are possible
- Rotating on call schedule when needed

Organizational Information:

OneVoiceHome is a faith-based, state-licensed, trauma informed, therapeutic home for survivors of sex trafficking. OneVoiceHome is infused with TBRI (Trust Based Relational Intervention). OVH organized living environment will allow young women to experience a new beginning using an overall holistic approach designed to fit her specific needs. The young women at OneVoiceHome have the opportunity to choose to transform their lives and re-enter the community as a confident advocate for others who need to see that your past does not define you and there is hope after the pain.

Website:

- www.onevoicehome.org

Facebook page:



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- <https://www.facebook.com/onevoicehome/>

I HAVE READ THE ABOVE JOB DESCRIPTION AND UNDERSTAND THE EXPECTATIONS IN PLACE FOR MY EMPLOYMENT WITH ONEVOICEHOME.

Employee Name (print)

Signature

Date