



HAVEN EDUCATION COORDINATOR JOB DESCRIPTION

Job Title: Haven Education Coordinator

Department: Direct Care

Reports To: Outpatient Specialist

Job Type: Part-Time/Non-Exempt

Summary:

The Haven Education Coordinator plays a vital role in supporting the educational development of youth participating in the Haven Outpatient Program (HOP), serving minors ages 12–18 who are at risk of or have experienced exploitation.

This position oversees all educational pathways for participants, including coordination of **TTU K-12 online diploma programs, GED pathways, online high school programs, and academic tutoring support**. The Haven Education Coordinator ensures that each participant has a clear educational plan and assists them in achieving their next academic milestone.

Working closely with participants, families, schools, and program staff, this role advocates for the participant's best educational interests while maintaining a **structured, supportive, and therapeutic learning environment** that aligns with the trauma-informed model of One Voice.

Key Responsibilities

Educational Oversight & Planning

- Oversee all educational programming within the Haven Outpatient Program.
- Assist participants in identifying and pursuing their **next educational goal**, whether through high school completion, online diploma programs, GED preparation, or tutoring support.
- Support enrollment and participation in **TTU K-12 online diploma programs or other approved online high school programs**.
- Assist participants with **GED pathway planning and preparation**, when appropriate.
- Develop and maintain **individual educational plans** for each participant.



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Academic Coordination & Advocacy

- Serve as the primary liaison between **schools, online educational platforms, administrators, tutors, and One Voice staff.**
- Coordinate with schools and educational programs to ensure participants remain engaged and supported academically.
- Advocate for the participant's **best educational interests** when communicating with school systems and educational partners.
- Help participants navigate **academic barriers or disruptions related to trauma, instability, or past educational gaps.**

Tutoring & Educational Support

- Provide or coordinate **academic tutoring support** for participants as needed.
- Assist participants with **homework completion, study skills, and time management.**
- Support participants in developing **confidence in their academic abilities.**

Progress Tracking & Documentation

- Monitor and track each participant's **academic progress and educational milestones.**
- Maintain accurate records of educational participation and progress.
- Assist with **grant tracking and program outcome measurement** related to educational benchmarks.
- Track individual participant goals and progress within the Haven program benchmarks.



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Therapeutic Learning Environment

- Maintain a **structured, calm, and supportive educational environment** that aligns with trauma-informed practices and TBRI principles.
- Encourage a culture of **growth, resilience, and academic achievement** within the Haven program.

Collaboration & Program Support

- Participate in care team meetings and collaborate with Haven staff to support participants holistically.
- Communicate educational updates to the Haven team to ensure coordinated care.
- Assist with transportation for participants to educational appointments, tutoring sessions, or program activities when needed.

Qualifications:

- Bachelor's degree in **Education, Teaching, or related field** preferred.
- **Texas Teacher Certification** preferred.
- Experience working with **youth in educational settings**, tutoring, or academic support programs.
- Strong organizational, communication, and problem-solving skills.
- Ability to maintain **professional boundaries and confidentiality**.
- Experience or willingness to learn **trauma-informed care and TBRI principles**.



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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

Employee Benefits

At One Voice, we value the well-being and holistic health of our team. We are committed to creating a supportive and balanced work environment that prioritizes both professional and personal growth. Our benefits include:

- Self-Care Hour: Thirty minutes per week designated for self-care and personal well-being.
- Bi-Monthly Counseling: One counseling session every other month, fully covered by One Voice.

Schedule:

- Monday-Friday, approximately 25-29 hours per week

Organizational Information:

OneVoiceHome will be a faith-based, state-licensed, trauma informed, therapeutic home for survivors of sex trafficking. OneVoiceHome is infused 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.



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Website:

- www.onevoice.care

Facebook page:

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

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

Employee Name (print)

Signature

Date