

# **Stepping Stones Network (SSN) [www.steppingstonesnetwork.org](http://www.steppingstonesnetwork.org) Advocate or House Mother, Residential Recovery Program, Page 1 of 2**

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**Organization Type:** Faith-based not-for-profit, addressing the issue of sex trafficking

**Position Type:** Part Time or Full-Time Positions (dependent on staff mix hired)

**Direct Report:** Program Director

**Compensation/Hours:** 42K + benefits (adjusted if live-in) / Salaried 40-45 hours per week, primarily 2<sup>nd</sup> shift, primarily weekdays. On Call rotation may be required. Occasional weekend shift. Shift hours are 8a-4:30p, 4p-12:30a, or 12a-8:30a.

**Location/Travel Requirements:** Near Grayslake, IL / Minimal, some car travel within region.

## **Education and Experience**

Possess a bachelor's degree from an accredited college or university in the area of social work, psychology, or counseling **OR** Two (2) years of experience in the area of human trafficking, domestic violence, substance abuse, or related experience.

## **Job Responsibilities**

The responsibilities of the Advocate position includes, but is not limited to the following:

- Act as the house mother and mentor. Live-in position under consideration.
- Collaborate with participants and Director to create and execute Individual Care Plans.
- Ensure participants stay on track with their programming and ICP.
- Oversee day-to-day operations of the home.
- Monitor participants' medical and mental health needs, when on shift.
- Complete daily documentation regarding participant care and progress.
- May receive calls and complete intake and screening conversations with outreach and residential participants and intake team.
- May interact with community organizations, partners, or similar programs.
- May fill in for appropriate Program Director or Assistant Advocate responsibilities, could include leading groups, one-on-ones, transportation to appointments, etc.

## **Personal expectations for working in the participant environment**

- Develop intentional connections with the residential participants.
- Lead by example in modeling a healthy lifestyle: spirit, soul and body.
- Provide positive direction and encouragement to program participants and staff members.
- Practice and teach healthy boundaries to program participants and staff members.
- Assist with providing healthy activities and facilitate community for participants.
- Navigate interpersonal conflict by speaking truth in love to reach conflict resolution.
- Provide support, de-escalation, and crisis help as needed.
- Seek help when needed.
- Maintain a teachable, humble attitude.

## **Additional Requirements**

- Provide three professional references (two professional and one personal) that attest to the applicant's ability to perform the duties of the position.
- No credible evidence of physical abuse, neglect, sexual exploitation, or negligent misconduct toward any individual.
- No credible evidence of substance abuse, and willing to submit to a drug test upon request.
- Completion of a satisfactory criminal history background check and SSN non-disclosure agreements.

- Good driving record.
- Maintain any professional credentials and complete all required trainings.
- Participate in professional supervision as recommended.
- Documentation of a health exam, from a licensed physician or other licensed healthcare professional, within thirty (30) days of being contracted. Exam must be sufficient in scope to identify conditions that may place residents at risk of infection, injury, or improper care.
- Our values are “faith-based, free to choose”. But, because we are a faith based organization and this is an Executive Leadership role, it requires the individual to be a practicing Christian.

### **Ability To**

- Integrate the core values of SSN.
- Serve clients of all belief systems, faiths and races without discriminating.
- Represent SSN in a positive way at community and collaborative events.
- Abide by organization policies and procedures.
- Handle crisis situations and manage conflict.
- Maintain organized space.
- Direct and manage others.
- Prioritize needs in the client environment.
- Carry out a strength-based model.
- Communicate effectively with others in written and verbal form.

### **Character Requirements**

- Reliable
- Self-motivated
- Flexible
- Team-oriented
- Punctual