**Position Title: Trauma Education Program Assistant**

**Location: Children’s Palace, 601 NW Harrison**

**Reports to: Director of Trauma Education & Development**

**Date: 5/21/24**

**JOB TYPE:** Full Time

**SUMMARY OF RESPONSIBILITIES**

The Trauma Education Program Assistant will aid in the implementation and integration of Trust-Based Relational Intervention (TBRI) throughout Topeka Rescue Mission (TRM) Ministries. Duties include but are not limited to assisting with the preparation and facilitation of staff, volunteer and guest training and education using the TBRI model, as well as other related special projects. This role will also assist in providing insight for the continual growth and development of the Trauma Education department to meet the needs of the ministry. Along with all other ministry positions, there is an expectation of sharing the love of Jesus Christ with staff, guests, neighbors, and volunteers alike. Within the Trauma Education department there is additionally the expectation to join Christ in His work here on earth exemplified in our department verse, Psalm 147:3- “He heals the brokenhearted and binds up their wounds.”

**SPECIFIC DUTIES AND RESPONSIBILITIES**

Administrative

* Coordinates and schedules various staff trainings and TBRI Connection groups, 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 and organizes educational training documents and handouts
* Schedules classes and tracks attendance for guest classes
* Assists in the planning and implementation of other related special projects
* Perform other administrative tasks as needed

Training and Education

* Assist with the implementation of all TBRI training and professional development within TBRI interventions
* Be available for one-on-one coaching or assistance during training for any trainees needing additional support
* Model effective TBRI approaches with staff, guests, neighbors, and volunteers alike, to include groups and in real time support
* Assist in the facilitation of programming classes, including set-up, tear-down and presenting materials
* Continually contribute to the conceptual development of program initiatives

**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
* Evidence of emotional maturity required to help individuals and groups process difficult subjects
* 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*

**PAY:** $12-$14 per hour depending on experience and/or education