

Indeed Job Title: NR/Transitional Coordinator

Reports To: Program Manager

Location: Sand Springs, OK

Employment Type: Full-time

Salary: \$18 per hour

Benefits:

We offer competitive benefits including up to 26 PTO days in the first year, comprehensive health insurance benefits with TS contributing 90% towards individual plan premiums and 75% towards family plan premiums, a flexible schedule, and paid parental leave of 8 weeks for maternity and 2 weeks for paternity for both birth or adoption. Additionally, we provide dental insurance and vision insurance.

Job Description: Join The Spring, a leading non-profit organization based in Sand Springs, Oklahoma, in our mission to empower individuals through compassionate support and transformative programs. As a Transitional Coordinator, you'll oversee key aspects of our services aimed at providing a safe haven and ongoing care for survivors of domestic violence, sexual assault, stalking, and human trafficking. We invite passionate individuals to join us in making a positive impact in our community. Apply now to be a part of our team!

Key Responsibilities:

- Provide comprehensive case management to individuals transitioning from challenging circumstances, maintaining accurate documentation for continuity of care.
- Offer emotional support, information about community resources, and assist with paperwork to survivors of abuse.
- Conduct crisis interventions, develop action plans, and advocate for clients' rights and needs.
- Collaborate with community partners to facilitate access to resources and services.
- Coordinate trauma-informed transitional enrichment programs & groups.
- Be available to the Volunteer Coordinator to lead and develop volunteers engaged in Direct Services, ensuring high-quality service delivery for guests.
- Schedule and attend training for team members, supervising transitional department staff and volunteers when necessary.

- Ensure emergency drills are conducted and documented as required.
- Maintain transitional program and financial documentation files.
- Coordinate with other staff to clarify policies and procedures.
- Attend community events on behalf of The Spring.

Qualifications:

- Bachelor's degree in a related field or 2 years of relevant experience preferred.
- Demonstrated passion for helping others, effective communication, and ability to maintain confidentiality.
- Must pass Federal & State criminal background check and possess a valid Oklahoma driver's license.
- Ability to work independently and warmly with a team in a high-stress environment.
- Must be able to sign The Spring's Statement of Faith.

How to Apply:

Please include a cover letter outlining your interest, a one-page resume highlighting relevant experience, and three professional references along with two optional personal references. References will be contacted after a successful in-person interview. Email your cover letter, resume, and references to KELLY.L@TheSpringOK.org for consideration.

Equal Opportunity Employer:

The Spring prioritizes diversity and inclusion, welcoming applicants from all backgrounds, particularly those with lived experience.