



Title: Residential Night Coach
Supervisor: Program Director
Date Implemented: March 2026

Hope Ranch for Women is a non-profit, faith-based provider in south-central Kansas. The mission of the organization is to bring hope through the redeeming power of Christ to women who have been sexually exploited or trafficked. With a multi-disciplinary team, the organization strives to coordinate with other community partners to meet the complex needs of the women. The organization strives for a positive work environment that encourages effective teamwork, trauma-informed practices, and opportunities to utilize leadership skills. Team members will focus on carrying out the Hope Ranch for Women mission, vision, and values!

To be a successful Residential Night Coach you must become able to do the following always:

1. Ensure all participating women are provided with the knowledge, skills, and tools they need to be successful using a trauma informed approach focused on resilience and recovery.
2. Manage the nightly schedule
 - a. Distribute medications and record accordingly
 - b. Lock all doors, set the alarm, and make sure the property is secure for the night
 - c. Complete daily logs, communicate relevant information to the next shift, and report any issues to residential director and or case manager as needed.
3. Lead residents in a positive and supportive manner to adhere to the house guidelines and expectations
 - a. Respond to resident's needs and requests
 - b. Assist in healthy conflict resolution between residents
4. Embrace and live out the core values of our belief system at the highest level while mentoring in the home
 - a. Support and encourage residents' spiritual growth through prayer and discipleship
 - b. Demonstrate a strong, biblical example of a woman to the residents in the house
5. Ensure compliance with agency policies and procedures.
6. Participate in the team in identifying strengths and needs of the women.
7. Model trauma informed skills based on appropriate boundaries, self-regulation, and professionalism.
8. Follow client policies and procedures for the standard of care.

How you will spend your time in this job:

- **80%** Supervise residents during the nighttime hours. If the house is quiet, the night coach is permitted to sleep in the designated area.
- **5%** Distribute and record medications as needed.
- **5%** Documenting information on daily logs and updating staff coming on shift.
- **5%** Overseeing security by locking doors and turning on the security system.
- **5%** Participation in supervision, committees, company-wide and staff meetings.

**To qualify for this job, you need to have:**

1. Prefer 1 year of experience working with vulnerable populations.
2. Clear background check.
3. Agreement with and living out our statement of faith.
4. The ability to write, use a computer, and type on a keyboard.
5. Ability to travel, drive a company or personal vehicle, including at night.
6. Physical Requirements: Ability to walk, including upstairs, and stand for extended periods of time. Ability to complete an emergency safety intervention as trained. Ability to be subject to outside environmental conditions occasionally and inside conditions frequently.

Job Description Acknowledgment

I have received a copy of the job description and understand the functions and expectations of how I will be successful in my position. I meet all the qualifications, requirements, and experience required to successfully perform it.

Print Name

Job Title

Employee Signature

Date

Supervisor Signature

Date