new horizons
SHELTER & OUTREACH CENTERS
advocating against domestic & sexual abuse

Position Title:	Bilingual Anti-Human Trafficking Advocate – Whitehall
Start Dates:	Currently Open
Supervises:	Program Volunteers
Closing Date:	*Applications accepted until this position is filled. Interviews conducted on a rolling basis.*

Summary: Under the direct supervision of the Assistant Director, the Anti-Human Trafficking Advocate provides comprehensive trauma informed care and services to domestic minor and adult victims of all types of trafficking. The Anti-Human Trafficking Advocate acts as a program liaison between collaborative community partners.

Qualifications: Related field employment and/or life experience **OR** a Bachelor's Degree in Victimology, Social Work, Psychology, Sociology, Human Development is preferred. **Bilingual in English and Spanish**, both spoken and written, is preferred. Experience with crisis intervention and knowledge of community resources is preferred. Experience and knowledge in the field of anti-trafficking is preferred. Proficiency with Microsoft Outlook, Microsoft Word, Microsoft Office Publisher, a competency for using the internet to research and find available resources or information, keyboarding skills and the ability to learn new computer programs (including but not limited to data entry) with training is a must. The ability to be adaptable and utilize time management skills is needed. The ability to maintain a positive work atmosphere by acting and community in a manner that promotes honesty, integrity and cooperation with clients, co-workers, manage and the general public is needed.

Hourly Wage and Hours: $16/hour, this position is full time hourly (40 hours per week). The ability to work flexible hours is necessary with the majority of hours to be worked Monday through Friday between the hours of 8:00 am and 5:00 pm. Duties may require working some nights and weekends to accommodate client and/or organizational needs and must have prior approval and/or be assigned by a supervisor. Travel is required.

Principal Duties and Responsibilities:

1. Maintains strict confidentiality regarding all trafficking victims
2. Ensures that the victim's immediate needs are met, including safe temporary housing, clothing, food, medical care and mental health care
3. Develops a safety plan and a service plan in coordination with victims
4. Provides trafficked victims with crisis intervention; supportive and active listening; supportive individual counseling using a trauma informed approach; educational counseling related to human trafficking; resources and referrals to social service agencies; Crime Victim Compensation information; assessment of individual needs
5. Acts as a liaison and advocate for victims of human trafficking with other agencies and systems; responds to and maintains a network of communication and cooperation between child protective services, law enforcement, medical facilities, the district

attorney's office, and other victim serving agencies/organizations; actively participates in the Task Force to Eradicate Modern Slavery and others related to domestic and sexual abuse

6. Establishes and maintains a strong working relationship and communications with child protective services personnel
7. Works with victim family members to provide support, resources, education and information
8. Continuously develops self-knowledge of issues of human trafficking, laws, policies and case histories
9. Provides community education and access information regarding services to targeted at-risk populations
10. Assures appropriate and timely record keeping including but not limited to entering daily data (includes computer and paper forms)
11. Communicates concerns of the organization and client needs with co-workers and management daily to assure efficient operation of the organization. Includes but is not limited to personal care items for the client, program needs, office supplies and maintenance needs
12. Attends and participates in meetings within the organization as assigned by supervisor. Includes but is not limited to Full Team meetings, Direct Service meetings, and Outreach meetings