

Position Posting: Anti-Trafficking Project Coordinator

Position Title: Anti-Trafficking Project Coordinator

Classification: Non-exempt status

Reports to: Collaborative Programs Director

Hours Per Week: 40, flexibility around evenings and weekends required

Posting Date: October 14, 2018

Anticipated Start Date: ASAP

Safe Homes of Orange County is a not-for-profit 501(c) (3) located in Orange County, NY, which has grown from a grassroots, small group of committed individuals in 1986 to an organization, leader, and resource in the field of intimate partner violence and human trafficking advocacy and services provision. Our many programs include a Family Justice Center, emergency shelter, legal program, anti-trafficking program, individual and group support, advocacy, therapeutic counseling, Risk Reduction Response Programs, systems-based advocacy and collaboration, community education and outreach, and Sullivan County non-residential programming.

Duties & Responsibilities:

The Trafficking Resource Coordinator is responsible for coordinating efforts to respond to the commercial sexual exploitation and trafficking of children within Orange County, and providing a combination of community outreach, training and education, and trauma-informed case management services to children/youth experiencing trafficking. The Trafficking Resource Coordinator is expected chair the Safe Harbor Task Force and build/maintain relationships with service providers, law enforcement, and trafficking coalition members throughout Orange County.

- Chair the Safe Harbor Task Force and build partnerships with task force members.
- Learn and understand of the Safe Harbor Act Legislation, accompanying regulations, reauthorizations and related policies.
- Facilitate and lead local task force meetings and participate in task force events and trainings.
- Ensure the provision of comprehensive case management and supportive counseling services to victims of human trafficking to ensure acute needs are met in a timely and culturally appropriate manner for each program participant.
- Maintain case file documentation to conform to contract requirements as well as to reflect the needs of the individual client, including the maintenance of clear and concise case notes.
- Identify relevant resources and services in the community, and provide appropriate information, practical assistance and referrals, and facilitate connections with appropriate service providers.
- Develop strategies to further assist in the identification and referral of victims of trafficking in Orange County.
- Build and maintain relationships with various local, state, and federal law enforcement agencies, and with their assistance, develop safety plans/protocols for child and youth victims of trafficking, staff and the office.
- Provide outreach and training to community partners including healthcare providers, law enforcement, educational institutions, non-profit organization and other social service agencies.
- Participate in monthly conference calls with NTAC (the Northern Tier Anti-Trafficking Consortium, Safe Harbor Phase III calls, and OCFS monthly conference calls.
- Serve as the coordinator and contact for subcontractors providing legal and social services.
- Work cooperatively with DSS staff and other service providers to provide the best possible outcomes for clients.
- Attend and actively participate in staff meetings, other agency meetings and trainings, as assigned and scheduled.
- Draft reports as required by funders and/or donors. Grant writing assistance as needed.
- Travel in and around the service delivery area (Orange County) to deliver and coordinate services.
- Other related duties as assigned.

Requirements:

- Bachelor's Degree in Social Work, International Relations or related field; Master's degree preferred.

- 3+ years of related professional experience providing counseling, advocacy and case management to victims of domestic violence or other vulnerable populations
- Possess strong English communication skills (both written and oral; Fluency in Spanish is a plus);
- Work cooperatively and supportively as part of a team; Exercise sound judgment in responding to problems/crises;
- Ability to effectively communicate and work as a team member with collaborative partners, the community, and clients in a cross-cultural, multi-disciplinary environment;
- Experience working with diverse populations and seeks understanding of cultural differences;
- Understand and work from a feminist philosophy of empowerment, and supports SHOC mission;
- Display commitment to ending violence against women and children and a commitment to social change through active participation in working towards ending racism, classism, sexism, ageism, homophobia, ableism, and all forms of oppression;
- Demonstrate willingness to gain understanding of issues of oppression, battering and sexual assault;
- Be able to model and uphold appropriate boundaries in work with clients, co-workers, supervisor, and community; &
- Possess a valid and insurable driver's license, as well as maintain reliable transportation.

Salary \$40,000

No telephone calls please. Cover letter and resume required. Via email or fax only to:

Attention: Pam O'Dea

Email: podea@safehomesorangecounty.org

Fax: 845-562-2216

Due to high volume of responses it may not be possible to respond to all inquiries. Selected candidates will be notified for an interview.

Safe Homes of Orange County is a not-for-profit, equal opportunity employer committed to a diverse, culturally sensitive work environment and prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender and identity, disability, and national origin in employment and delivery of services. All are encouraged to apply.