

**Temporary (6 month) Anti-Human  
Trafficking Case Coordinator -  
English/Spanish**

**Department: BAKHITA EMPOWERMENT  
PROGRAM Serving Victims of Human  
Trafficking**

**Hours Worked: 37.5 Hours per week**

**Location: St. Francis Center**



**Job Description**

Reports to: Bakhita Program Administrator

Supervises: None

FLSA Status: Exempt

**Summary:**

The Anti-Human Trafficking Case Coordinator will be primarily responsible for managing coordination of services to human trafficking victims in Palm Beach County. The Case Coordinator will meet with potential victims to determine their eligibility for services, assess their needs, and coordinate services accordingly. They will also provide coordination of health and human services for the victims.

**Essential Duties and Responsibilities:**

- Conduct Anti- Human Trafficking victim screening to determine eligibility for services and assess client's immediate needs to coordinate services accordingly.
- Conducts outreach and partnership engagement in targeted neighborhoods, churches, community organization, and educational institutions.
- Provide logistical support for the victims to expand and enhance existing case management services.
- Serve as the agency representative to local, and state level human trafficking coordinating bodies as needed.
- Update and manage resource and referral list specific to human trafficking.
- Assist with facilitating and growing the Human Trafficking Peer Support group.
- Support Anti-Human Trafficking Department with community education and training on human trafficking.
- Support grant management including collecting and maintaining grant-required data in a timely manner.
- Refers clients between agencies and others within the network for continuity of care.

**Qualifications:**

- Must have a bachelor's degree.
- Must be bi-lingual (English/Spanish)
- Three or more years of experience in providing direct social services to victims of violence and/or trauma, preferably to survivors of human trafficking, domestic violence, sexual assault.

- Strong interpersonal and organizational skills and excellent verbal and written communication skills are required.
- Ability to function as part of an interdisciplinary team.
- Knowledge of community social service resources
- Computer skills. MS office and database management.
- Ability to communicate professionally with applicants, service providers, co-workers, and supervisors.
- Common sense and good judgment in handling day-to-day matters without direct supervision.
- Ability to forge mutually respectful partnerships with supervisor, co-workers, and clients with an understanding and sensitivity to cultural differences. This sensitivity includes, but is not limited to, characteristics of specific cultural and ethnic groups, religious, various socio-economic groups and those living alternative lifestyles.
- Ability to work independently, set priorities, and make decisions with minimal supervision.
- Organized, self-starter, punctual, honest, courteous, and self-controlled.
- Support of Catholic Social teaching.
- Professional telephone manner, interpersonal skills, and the ability to respect confidentiality.
- Exercise discretion and good business judgment.
- Ability to multi-task, and work with others in a team setting.
- Ability to work irregular hours.
- Willingness to travel throughout the Diocese of Palm Beach to fulfill job requirements.
- Willingness to respond to emergency situations without notice.
- Must have a valid Florida driver's license, excellent driving record, and vehicle.
- Understand and practice a trauma-informed response.

#### **Physical Requirements:**

- Occasional light lifting and carrying of under 15 pounds, moderate carrying and lifting of 15 – 44 pounds.
- Frequent use of both hands and fingers (i.e., typing).
- Occasional ability of minimal hearing (i.e., driving) and routine hearing (i.e., listening to others in conversation).
- Work requires specific visual abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**The Above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.**