

Job Title: Anti-Human Trafficking Victim Advocate

Department: Bakhita Empowerment Program

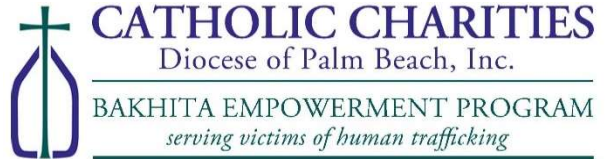
Hours Worked: 37.5 hours/week.

Reports to: Bakhita Program Director

Supervises: None

FLSA Status: Non-Exempt

Location: Riviera Beach, FL



Essential Duties and Responsibilities:

- Conduct human trafficking screenings to determine eligibility for services, to include the initial needs assessment.
- Assess the immediate needs of the victims and coordinate comprehensive array of services including, but not limited to, arranging referrals for social, economic, vocational, psychological, housing, transportation, legal, and medical resources to meet individual needs.
- Provide trauma-informed coaching to program case managers involved in services for victims of human trafficking. Coaching includes crisis support, one-on-one monthly meetings, and monthly case reviews.
- Develop and maintain case management processes, which ensure that all program requirements are documented and maintained in the required manner.
- Network and be the point of contact with partner agencies (PBCVS and PBSO) to refer services and collaborate with Catholic Charities programs in the provision of victim services.
- Participate in the civil and criminal trial aspects of the crime victim and provide education, support, and intervention during trial exposure times.
- Collaborate with state and federal law enforcement and other human trafficking services and programs to ensure clients safety, the protection of rights and that their immediate needs are addressed.
- Develop and implement collaborative response efforts to human trafficking among participating local and regional organizations and law enforcement.
- Provide training and technical assistance to representatives from local organizations on the basics of human trafficking.
- Coordinate and oversee Catholic Charities community human trafficking education outreach and public awareness campaign.
- Attend meeting conferences, training, and workshops, as assigned.
- Perform special projects and other related duties, as assigned.

Qualifications:

- Must have a bachelor's degree in human services or a related field.
- 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, and/or torture.
- Knowledge of trauma-informed and victim-centered approaches to care
- Strong interpersonal and organizational skills and excellent verbal and written communication skills are required.
- Spanish speaker required.
- Ability to function as part of an interdisciplinary team.
- Knowledge of community social service resources and local job market
- 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 supervisors, 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.
- Ability to follow directions and instructions from a supervisor.
- Organized, self-starter, punctual, honest, courteous, and self-controlled.
- Knowledge and support of Catholic Social teaching.
- Florida driver's license and excellent driving record.
- Professional telephone manners, interpersonal skills, and the ability to respect confidentiality. Exercise discretion and good business judgment.
- Ability to work effectively with Diocesan employees, pastors, departments heads, representatives of other agencies, and the general public.
- Ability to multi-task, work independently, make responsible judgment calls, 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, and willingness to respond to emergency situations without notice.
- Must have a valid Florida driver's license, excellent driving record, and vehicle.
- Familiarity with various aspects of the legal system.
- Experience working with vulnerable populations.
- Understand and practice a trauma-informed response.
- Must have prior victim service experience.

Physical and Environmental Requirements:

- Job demands may require extended hours from time to time.
- Ability to work closely with others and alone.
- Willingness to respond to emergency situations without notice.
- Willingness to prioritize and respond to the needs of potential clients.
- Occasional light lifting and carrying of under 15 pounds, moderate carrying and lifting of 15 – 44 pounds.
- and 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.