

TurnAround Job Description

Job Title: Anti-Trafficking Program Coordinator
Reports To: Chief Program Officer
Position Type: Exempt; Full-Time



SUMMARY

The Anti-Trafficking Program Coordinator will provide manage the case management staff of the Anti-Trafficking Program and provide direct victim services to survivors of human trafficking in the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage of staff of case managers that provide comprehensive support to survivors of sex trafficking
2. Establishes strong, appropriate and caring working relationships with victims of human trafficking assigned to caseload
3. Works closely with the Supervisor, staff and volunteers to assist victims and carry out programmatic mission
4. Attend Maryland Human Trafficking Task Force Victim Services meetings and other meetings as assigned

ADDITIONAL DUTIES

1. Develop and maintain strong external relationship with new and existing partnership organizations
2. Meet regularly with the Supervisor to provide updates on the anti-trafficking program

EDUCATION and EXPERIENCE

1. B.A. required, with at least five years' experience working with victims of sexual assault or other forms of violence,
2. At least two years of supervisory experience required,
3. Ability to work with diverse populations;
4. Sensitivity to sexual exploitation, domestic violence and other gender-related issues;
5. Experience working with vulnerable U.S.-born youths/young adults, as well as foreign national victims of violence,
6. Strong ability to work independently and as part of a team,
7. Excellent problem solving skills;
8. Ability and willingness to work irregular hours;
9. Excellent organizational and communication skills,
10. Persistence and flexibility, with ability to multitask and prioritize,

11. Fast learner, quick mind, and capacity for hard work,
12. Ability to operate personal vehicle to drive to community-based site for work-related meetings.

Acknowledgement of review and receipt:

Supervisor:

Print : _____

Sign: _____

Date: _____

Employee:

Print : _____

Sign: _____

Date: _____