



Court Advocacy and Case Manager

Job Summary: Under the supervision of FAIR Girls' Executive Director and Clinical Supervisor, the Court Advocacy Coordinator and Case Manager will manage a caseload of up to 20 girl survivors of trafficking at any point in time that have cases within the criminal or family courts in the Washington Metropolitan area. This case manager will also assist in responding to client crises and provide support as needed. She will provide overnight support to FAIR Girls' Vida Home up to two nights per month. She will also assist FAIR Girls in ensuring the organization's policies and documents remain legally sound.

Required Hours: 40 hours a week + overtime as needed. Please note any overtime accrued will be compensated with flex time.

Location: Washington, DC/MD/VA

Roles and Responsibilities:

Case Management and Crisis Response (75%)

- Provide court advocacy to girl survivors of trafficking referred by court officials in both criminal and family courts in DC, MD and VA. Court advocacy may involve liaising with judges, prosecutors, probation officers, social workers and other service providers involved in the court involved youth's case. It may also involve writing letters of support and attending all court related appointments and hearings. On occasion, court advocate may be asked to offer service recommendations for youth and must be prepared to confidently speak in courtroom settings. Court advocacy may also involve supporting youth who are testifying against their traffickers or other abusers in court.
- Provide short and long -term case management to girl survivors of trafficking referred to FAIR Girls by judges, prosecutors, probation officers and public defenders. Long term case management services to survivors of trafficking may include but not be limited to researching/obtaining safe housing, healthcare, identification, jobs, supportive counseling, mental healthcare referrals etc.
- Provide emergency response services to survivors of trafficking as needed.

This will include being “on call” to respond to crises at least one weekend a month and on an as needed basis during the work week. Please be advised that any conduct that would impair your ability, such as consuming alcohol, would mean you are not fit for a crisis response and must inform your direct supervisor.

- Dedicate one hour daily to maintaining accurate and updated case notes as well as entering data into the agency database system.

Training (20%)

- Plan, develop and facilitate trainings on human trafficking for court related officials including judges, prosecutors, probation officers and public defenders in collaboration with the Executive Director and direct services team.
- Serve as FAIR Girls liaison to the Prince George’s County and D.C. Human Trafficking Task force’s legislative subcommittee

Preferred Qualifications: Bachelors or masters degree in social work or law, experience working within the criminal justice and family court systems, experience working with survivors of trafficking or other forms of violence against women, strong work ethic, positive attitude, empathetic outlook, excellent written and verbal communication, and flexibility. Spanish speakers highly desired. Sense of humor and desire to truly be a part of a diverse and dedicated team of human rights advocates a must! Survivors highly encouraged to apply.

Benefits: FAIR Girls offers a generous benefit and compensation package that includes health care, four weeks paid vacation, 16 holidays including the week between Christmas Eve and New Years, flex time, and a truly dynamic and diverse work environment. We encourage diversity and enjoy learning from the incredible young women we serve every day at FAIR Girls.

To Apply: Please send your resume, cover letter, and three professional references to Andrea Powell, Executive Director, FAIR Girls at [apowell\(at\)fairgirls.org](mailto:apowell@fairgirls.org).

Hiring Timeframe: Immediately.