



Job Description | Human Trafficking Coordinator

Position Title: Human Trafficking Coordinator
Supervisor: Executive Director
FLSA Status: Non-Exempt

Employment Status: Full-time
Salary Range: \$40,000

The **Human Trafficking Coordinator** is a temporary, one-year position charged with the responsibility of helping to prepare the agency to better respond to survivors of human trafficking and will serve as the agency representative to local, regional and state level human trafficking coordinating bodies. The Coordinator may also be called upon to assist in the provision of case management services to identified victims of trafficking and/or provision of community education on the topic of trafficking as needed. The successful candidate will have demonstrated expertise on the topic of human trafficking and will be experienced in project development and program management.

Minimum Qualifications:

- Bachelor’s degree in psychology, human services, social work or related field or four years related experience;
- Excellent oral and written communication skills
- Passionate about the mission and philosophy of HopeWorks
- Commitment to serving survivors of human trafficking
- Exceptional organizational and project management skills
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and other computer software

Essential Duties and Responsibilities:

PROGRAM MANAGEMENT SUPPORT

- Examine internal intake and case management tools and make recommendations to improve HopeWorks’ response to survivors who may have been trafficked
- Work with HopeWorks’ Advocacy Department and local hospital to broaden HopeWorks’ advocacy response to include human trafficking
- Work with HopeWorks’ Community Engagement Department to develop community presentations on human trafficking
- Organize county-wide conference regarding service provision to survivors of human trafficking
- Serve as the agency representative to local, regional and state level human trafficking coordinating bodies
- Maintain and update resource and referral lists specific to the topic of human trafficking
- Participate in regular supervision with Executive Director
- Other duties as assigned

ADVOCACY/CLIENT CARE

- Provide crisis intervention services during business hours to clients who have been trafficked as needed
- Conduct needs assessments and provide case management and referrals to clients who have been trafficked as needed
- Advocate with other agencies on behalf of clients who have been trafficked as needed

Competencies:

An individual should demonstrate the following competencies to perform the essential functions of this position.

Problem Solving	Identifies and resolves problems in a timely manner as well as skillfully gathers and analyzes information.
Communication: Oral and Written	Effectively transfers thoughts and expresses ideas orally or in writing in individual or group situations. Speaks comfortably with a diverse array of individuals and groups.

Judgment	Displays willingness to make decisions; exhibits sound and accurate judgment; and makes timely decisions.
Crisis Intervention	Responds appropriately to a client in crisis. Uses a variety of methods to offer short term, immediate help to individuals who have experienced an event that produces mental, physical, emotional or behavioral distress.
Crisis Management	Makes sound and timely decisions under pressure. Recognizes what is most suitable in particular situation. Effectively makes decisions in non-standard situations. Exhibits independence, decisiveness, and responsibility. Clearly and persuasively communicates decisions and orders to avert crises.
Planning and Organization	Prioritizes and plans work activities; uses time efficiently; and develops realistic action plans.
Professionalism	Thinks carefully about the likely effects on others of one's words, actions, appearance, and mode of behavior. Selects the words or actions most likely to have the desired effect on the individual or group in question.
Safety and Security	Observes safety and security procedures, and uses equipment and materials properly.
Diversity	Supports and promotes an environment that appreciates and holds opportunities for all, regardless of race, religion, nation of origin, culture, gender identity or expression, sexual orientation, physical or mental ability, weight, health status, age or other diversity factors.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, communicate and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may frequently lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

Apply: Applicants must submit a letter of interest and complete resume to:

Jennifer Pollitt Hill
 HopeWorks
 5457 Twin Knolls Road, Suite 310
 Columbia, MD 21045

E-mail: jpollitthill@wearehopeworks.org
 Fax: 410-997-1397
NO phone calls