

# Gulf Coast Center for Nonviolence

## **POSITION: HUMAN TRAFFICKING PROGRAM SPECIALIST**

<http://www.gccfn.org/wordpress/>

**STATUS:** Exempt

**LOCATION:** Biloxi

**IMMEDIATE SUPERVISOR:** Client Services Manager

**HOURS:** Full-Time 40-hour work week Monday – Friday, some evening and weekend work may be required

**SUMMARY:** Responsible for oversight of Human Trafficking Transitional Housing Program. Provides intensive case management services and transportation to victims of human trafficking in housing program. Provides counseling and advocacy services of victims of human trafficking and/or commercial sexual exploitation. Helps victims identify housing opportunities and complete required documentation. Provides outreach education regarding the human trafficking housing program. Ensures compliance of grant/funding requirements.

**POSITION REQUIREMENTS:** Minimum requirement of a Master's degree in social work, counseling, or related discipline from an accredited program and possess license to practice in Mississippi. Minimum of two (2) years of related credentialed experience.

Must be able to work effectively with diverse groups of clients, staff and individuals in the community.

Ability to work diplomatically in order to gain and maintain professional relationships with various community partners and contacts

Ability to handle multiple projects simultaneously; work both independently and in a team environment

Ability to express complex information and ideas both verbally and in writing.

Ability to work within agency mission, philosophy and policies/procedures.

Must have a reliable vehicle and meet agency driving policy requirements, including a valid driver license and proof of required automobile insurance. Ability to obtain Class D driver license. Local travel required

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General physical requirements include but are not limited to: bending, stooping, climbing stairs, prolonged sitting of more than 4 hours.

## **ESSENTIAL DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

### **Program**

- Provide outreach, emergency response and comprehensive community-based case management for survivors of human trafficking and/or commercial sexual exploitation
- Ensure the implementation of program goals and objectives as specified in the grants
- Develop and maintain working relationships with landlords and community partners
- Complete all documentation requirements for Human Trafficking Housing Program
- Complete statistical reports required for program

### **Clinical**

- Conduct initial assessments for clients to determine eligibility for housing programs.
- Facilitate client development of social supports, safety plans and service plans
- Collaborate with other community partners and social service agencies to seek and obtain services for clients
- Conduct home visits with all program participants
- Provide recommendations to clinical staff for housing programs
- Provide client transportation as needed to community locations
- Attend and participate in weekly clinical staffing meetings
- Provide individual and group counseling to human trafficking and/or commercial sexual exploitation
- Provide in-house training programs/events for staff, board members, volunteers and students
- Provide presentations and conducting other public relations activities as requested
- Provide professional backup per established schedule
- Liaison with community agencies and referral sources to better serve clients

### **Agency Compliance**

- Maintain comprehensive and organized files utilizing the automated data and case management system
- Adhere to the agency's confidentiality policies, maintaining a high level standard of confidentiality
- Compile and accurately report all applicable program statistics and educational activities on time and as directed

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- Report any known or suspected child abuse to immediate supervisor
- Report any suspicious activity or persons
- Attend and participate in agency staff meetings and trainings
- Report to work on time as scheduled
- Maintain a valid driver license and proof of required automobile insurance
- Perform all other duties and/or participate in special projects as assigned by direct supervisor or Chief Executive Officer.

### **Other**

- Participate in hurricane evacuation and facility preparation.
- In case of emergencies and extreme circumstances, will be required to assist with 24-hour shelter coverage
- Work in conjunction with other program components and staff to ensure effective communication of agency and client concerns, recommendations, and needs.