



Stand Up Placer, Inc. – Job Description

Position:	Human Trafficking Services Coordinator
Reports To:	Sexual Assault and Human Trafficking Services Manager
Location:	Stand Up Placer Human Trafficking Drop-In Center, Service Offices, Safe House, Placer County community
Job Status:	Non-Exempt, Full Time- 40 hours/week

ABOUT STAND UP PLACER

Stand Up Placer provides comprehensive services to Placer County survivors of domestic violence, sexual assault, human trafficking and their families. Our mission is: Saving lives by empowering survivors and educating communities to stand up to domestic violence, sexual assault and human trafficking.

POSITION SUMMARY

The Human Trafficking Services Coordinator will be the primary provider of direct services to survivors of human trafficking and will be responsible for daily operations at the human trafficking drop-in center, ensuring that it is staffed at all time, resources are available and programs are in place. The HT Coordinator will work to develop human trafficking- specific programming to support survivors in staying safe and/or leaving/staying out of the life. This position will participate in multi-disciplinary meetings to coordinate comprehensive county response systems, develop protocols based on best practices and ensure that survivors are receiving trauma-informed services.

ESSENTIAL RESPONSIBILITIES MAY INCLUDE THE FOLLOWING:

- Through research, training, and collaboration, become a subject expert on human trafficking.
- Oversee daily operations of the Human Trafficking Drop-In/Resource Center
- Provide direct services to victims of human trafficking
- Support the Human Trafficking Outreach Specialist with community outreach and awareness events
- Organize and maintain the internal human trafficking operating guide, protocols and materials
- Establish and maintain connections with other service providers
- Provide all follow-up services for human trafficking clients within a timely manner

- Provide accompaniment services for victims of human trafficking on-scene with law enforcement, hospitals, law enforcement agencies, district attorney's offices, court proceedings, and other locations as requested by the victim
- Conduct evening/weekend activities as appropriate
- Continual follow-up care pertaining to each survivor's individualized plan
- Maintain confidentiality related to program offerings
- Assist clients in safety planning, identifying options, and problem-solving

QUALIFICATIONS

- Bachelor's degree in psychology, social science, or related field and 1-2 years of experience working with the human trafficking population or at least three years of education and experience
- Ability to provide supervision and direction to a team
- Ability to address crises and problem-solve effectively
- Ability to work under pressure, manage and meet deadlines
- Ability to work sensitively with traumatized and diverse populations
- Ability to work independently and as a member of a team
- Effective communication skills with clients, co-workers, and community partners
- Excellent organizational skills
- Working knowledge of Microsoft Office Suite
- Completion of 65-hour state-certified Crisis Intervention Training
- Reliable transportation, valid California Driver's License and proof of insurance
- Fingerprint clearance required
- Bilingual preferred, but not mandatory

ESSENTIAL PHYSICAL REQUIRMENTS

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.

Applicants must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

DISCLAIMER STATEMENT

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

COMPENSATION AND BENEFITS

Compensation is commensurate with experience. Benefits include health insurance with Flexible Spending Account, paid vacation, holidays.

TO APPLY

Applications will be accepted until this position is filled. Qualified applicants should

send resume, cover letter and professional references to Marianne Nodes, at marianne@standupplacer.org with Human Trafficking Services Coordinator in the subject line. Please indicate how you heard about this position.

Stand Up Placer is an equal opportunity employer. For more information you can visit our website at www.standupplacer.org

Acknowledgement

I have read the contents of this job description and understand this document is not a contract for employment. Further, I understand that if hired, my employment with STAND UP PLACER (Agency) is at-will, and that I or the agency may terminate my employment at any time with or without cause or notice.

Employee Signature

Date

Supervisor's Signature

Date