



Human Trafficking Specialist Job Description

WTLC is proud to be an Equal Opportunity Employer. We are committed to maximizing the diversity of our team and want to involve all those who can contribute to our inclusive culture. People of color, LGBTQ individuals, people with disabilities, and people with other marginalized identities are encouraged to apply.

Job Title	Human Trafficking Specialist
Specialty	<input type="checkbox"/> Shelter/Center <input type="checkbox"/> Housing <input checked="" type="checkbox"/> Community <input type="checkbox"/> Legal
FLSA	Full-Time; Non-Exempt, \$24.00 hourly

WTLC believes all individuals have a right to a safer and healthier life and therefore, every day we work toward ending the cycle of violence. It's challenging, the results are not immediate, some days the issues seem insurmountable, but when you dig deeper you see the importance of your work, your role, and this serves as a catalyst to continue the journey. Sleeves rolled up, we are in this work until the end; and we are looking for others to join us in our mission.

JOB PURPOSE

Under the direction of the Community Services Manager, the Human Trafficking Specialist is responsible for assisting in the development and coordination of the Human Trafficking program. The Specialist is responsible for coordinating the WTLC human trafficking taskforce, advocacy and outreach to survivors of human trafficking, community members, and establishing partnerships, as well as education and awareness on human trafficking throughout the community. Utilizing a strength-based, survivor-driven, and trauma-informed care approach, the Advocate will support participants to obtain the resources they need to minimize the risk of future abuse.

QUALIFICATIONS

- Bachelor's degree in Sociology, Human Services, Psychology, or related field
- Experience serving diverse communities
- Minimum of two (2) years of professional experience in the social services sector
- Knowledge of or experience working in the human trafficking field preferred
- Experience in developing and implementing programs preferred
- Bilingual in Spanish – the prevailing non-English language of participants
- 40-Hour Domestic Violence Training Certified
- Has not been a participant of WTLC services for at least three (3) years
- Possession of a current and valid California driver's license, a car, liability insurance which meets California State minimum requirements and an acceptable driving record
- Successful completion of a pre-employment background check

GENERAL DUTIES AND RESPONSIBILITIES

- Coordinate the human trafficking program under the direction of the Community Services Manager
- Assist with the development of protocols for responding to human trafficking survivors
- Provide immediate crisis intervention support, options, and safety planning, as needed, to victims of human trafficking referred from local law enforcements, hospitals, and other service providers
- Provide support for victims of human trafficking by assessing the needs of victims and accessing resources
- Provide consultation and outreach materials for partners and service provider agencies who work with human trafficking populations Assist in the development of educational programs to support the public and private sector in identifying and responding to human trafficking
- Build partnerships with service providers in the public and private sector that support human trafficking survivors
- Monitor progress of the program, implement strategic changes to problem solve barriers and ensure measurable outcomes are met
- Work in collaboration with other WTLC staff to ensure appropriate coordination of services for participants
- Maintain current, thorough knowledge of issues pertaining to human trafficking survivors including other interrelated issues and the need for trauma-informed, survivor-driven advocacy
- Provide educational and prevention opportunities for other individuals, groups, and organizations in the community
- Complete, maintain, and ensure participant records that document services provided are entered into WTLC's database (Apricot) in a timely and accurate manner
- Attend all mandatory meetings and trainings to enhance knowledge and skills and keep informed of the organization's plans and programs, as assigned
- Provide advocacy services and support survivors of domestic violence and human trafficking
- Engage in mobile advocacy, by meeting participants where it is most safe and convenient for them
- Provide crisis intervention to participants by assessing the situation and addressing the crisis needs appropriately
- Support callers to the organization's 24/7 Helpline, by providing crisis intervention, information and referrals, and education on healthy relationships
- Refer participants to community resources and advocate directly with other agencies as needed to support participants with services
- Transport participants to various locations as needed
- Work with a diverse population and provide culturally sensitive advocacy
- Facilitate various workshops, support groups, and trainings to participants at the Center and other off-site locations as needed
- Other duties may be assigned

SPECIALIZED DUTIES AND RESPONSIBILITIES

Please refer to the checked box

<p><input type="checkbox"/> Shelter/Center</p> <ul style="list-style-type: none"> • Work with participants to develop and maintain relevant and meaningful case plans • Conduct shelter assessment and intakes; provide orientation to the Shelter program • Monitor shelter security and participant's safety • Oversee and engage in shelter and center environment and activities, facilitate problem-solving for participant conflicts, encourage and model appropriate interactions; mediate conversations that lead to conflict resolution • Supervise visits and safe exchanges of non-custodial parent with their children 	<p><input type="checkbox"/> Housing</p> <ul style="list-style-type: none"> • Monitor and support participant's progression through their housing search plan • Create and maintain lists of available housing options • Assist participants with housing applications, complete subsidized housing paperwork, and survey rental market for affordable housing • Act as a liaison between various housing authorities and landlords • Gain knowledge of the rules and regulations of various housing programs • Recruit and train potential landlords for shared-living tenancies
<p><input checked="" type="checkbox"/> Community</p> <ul style="list-style-type: none"> • Develop and facilitate community prevention education trainings and presentations • Engage with people at resource fairs and community outreach events • Connect community residents with WTLC's services • Outreach to survivors through law enforcement advocacy calls • Network with schools, businesses, faith-based communities, and services providers to provide trainings and presentations 	<p><input type="checkbox"/> Legal</p> <ul style="list-style-type: none"> • Provide information and education on restraining orders, family, civil, and criminal courts, immigration laws, and other legal procedures • Support participants with all phases of restraining orders, including assessment, form preparation, filing assistance, hearing preparation, court accompaniment, and other activities • Assist participants with U and T-Visa applications, VAWA self-petitions, Adjustment of Status, and other immigration matters

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Alternate work schedule (4/10) or regular (5/8) schedule, days and hours scheduled are determined by supervisor and can fall within WTLC's hours of operation, Monday- Saturday 8AM-8:30PM. Regularly required to sit and use hands and fingers; intact vision abilities required. Occasionally required to lift and/or move heavy objects.