

## **CHILDREN'S ADVOCACY CENTER OF LINCOLN COUNTY**

### **HUMAN TRAFFICKING TASK FORCE CHILD ADVOCATE AND OUTREACH COORDINATOR POSITION**

Reports To: Executive Director

#### **Position Summary**

The Human Trafficking Advocate and Outreach Coordinator is responsible for the coordination of direct services between community partners and others providing services to survivors of human trafficking and supporting the efforts of the Lincoln County Commercial Sexual Exploitation of Children (CSEC) Task Force. The Human Trafficking Advocate and Outreach Coordinator also represents the Center in the community and serves as the initial point of contact for community members and service providers who request information and training about trafficking in Lincoln County.

#### **ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

The duties and responsibilities of this position are dynamic and varied, but may be broken down as follows:

##### **Commercial Sexual Exploitation of Children (CSEC) Task Force Support:**

- Assist in the implementation of trauma-informed and survivor-centered response to trafficking survivors;
- Support the Task Force in developing clear protocols and procedures for survivors' rights and protections;
- Provide guidance and support to Task Force committees in the development and/or updating of protocols;
- Assist in the development of the Task Force Community Action Plan;
- Organize the effort to map available community resources;
- Develop a directory of services which addresses services available in the community for trafficking victims/survivors;
- Assist in coordinating the Task Force by helping to convene regular Task Force meetings, plan meeting agendas and take minutes;
- Assist in the development of training and public awareness materials;
- Conduct outreach to expand task force membership where appropriate;
- Collect, share and report performance measurement data;
- Assist in meeting grant management and reporting requirements.

##### **Community Education & Outreach**

- Upon request and as able, represent the Children's Advocacy Center at public speaking engagements and provide presentations on center services;
- Field and facilitate community education, training, and outreach requests;

- With input from other staff, organize and supervise volunteers to plan and implement activities and other projects as needed;
- Network and foster relationships with appropriate community agencies/service providers and groups including other volunteer coordinators and programs as needed to further the goals of the Task Force;
- Train and support volunteers/interns on how to provide presentations and represent the Children's Advocacy Center in the community to broaden outreach efforts to community groups, businesses, and service providers interested in learning more about CSEC in particular and the Center in general.

#### **Child Advocate/Direct Service**

- Collaborate and coordinate with the primary Child Advocate regarding CSEC victims/survivors.
- Create, collect, organize, and maintain client files and documentation.
- Prepare the Center for children/families prior to forensic services, reorganize it afterward.
- Follow typical Child Advocate procedures and protocols for CSEC victims/survivors receiving forensic services at the Center;
- Coordinate with the Victim Advocates at the DA's office & accompany child during court proceedings.

#### **Member of Forensic Intervention Team**

- Primary support for Forensic Interviewer and Medical Director at the Center with CSEC victims/survivors.
- Attend FIT meetings and collaborate on processes.
- Assist in revising policies and procedures as needed.

#### **Member of Multi-Disciplinary Team**

- Serve as a Lincoln County Multi-Disciplinary Team member (MDT) in reviewing Lincoln County child abuse cases.
- Collaborate with the District Attorney's office, Law Enforcement, DHS, Indian Child Welfare and other agencies to provide advocacy and community resource referrals.

#### **Member of Children's Advocacy Center Team**

- Attend staff meetings.
- Communicate professionally, respectfully, and supportively with internal team members, external partners, and board members.
- Promote a positive working environment.
- Promote positive and collaborative working relationships with members of MDT.

#### **JOBSCOPE:**

Position works independently but also as part of a Forensic Intervention Team. Work is can be complex and requires that the individual exercise discretion, confidentiality, tact and compassion when dealing with child victims and their families. Extensive knowledge of victim advocacy, the criminal justice system, age-appropriate behaviors and child development is required. This includes strong boundaries as well as

recognition of triggers and potential triggers in others as well as oneself. Contributes in the development of concepts, policies, protocols, and center procedures. Ability to assist or support public presentations and a variety of community outreach events. Reports directly to the Executive Director.

**SPECIFIC JOB SKILLS:**

Must have the ability to work independently and make decisions regarding sensitive situations that will be in the best interest of the child victim/survivor. Must have the ability to deal with psychological trauma, and work under stressful conditions in a sensitive, culturally appropriate, non-judgmental, professional manner and the ability to be positive, friendly, calm, patient, cooperative and flexible while dealing with child victims, their guardians and siblings. Must have the ability to participate in public speaking and outreach programs. Must have a very good knowledge of community resources and have the ability to make appropriate referrals. Must have superior verbal communication skills and have the ability to communicate clearly and patiently with clients, community partners, and the general public. Must be able to respond effectively in crisis situations with a judgment-free attitude, communicate with children at appropriate developmental levels, establish and maintain effective working relationships with the public, co-workers, volunteers, courts, and other agencies. Skill in operating personal computer software in word processing, spreadsheet, and database applications is necessary.

**EDUCATION/EXPERIENCE/LICENSES /CERTIFICATES REQUIRED:**

A Bachelor's degree in related fields such as psychology, child development, social work, or criminal justice, experience providing professional level trainings and community presentations, and an additional two years experience working with children is required, or an equivalent combination of education and experience that demonstrates the abilities to perform the duties of the position. Must possess a valid Oregon driver's license with a good driving record, automobile liability insurance is required by law. Must complete the state victim assistance academy or 40 hour on-line course within the first six months of employment.

**QUALIFICATIONS PREFERRED:**

Bilingual/bicultural; experience working in a non-profit environment; experience working with a multi-disciplinary team, such as a Sexual Assault Response Team (SART), Domestic Violence Enhanced Response Team (DVERT), or a Child Abuse MDT.

**JOB CONDITIONS:**

Regular business working hours, however the job may require hours outside of normal workday in courtroom advocacy, emergency situations, and public presentations. Stressful working conditions due to the fact this position deals with children who have been sexually exploited. Repetitive hours of standing, stooping, bending or sitting may be required.

**COMPENSATION:**

Full-time position, 40 hours per week Monday – Friday.  
Compensation: \$44,000 - \$48,000 per year.  
Paid vacation, sick leave and holidays.

**TO APPLY:**

Applications will be accepted until February 8<sup>th</sup>, 2019.

Interested applicants may download the job application form from the Children's Advocacy Center of Lincoln County website at [www.childrensadvocacycenter.net/job-openings/](http://www.childrensadvocacycenter.net/job-openings/)

Interested applicants should submit the completed application, a resume, and cover letter to Paul Schrader at:

[director@lccac.com](mailto:director@lccac.com)

Or

PO box 707

Newport, OR 97365

**Email submissions are preferred.**

A criminal background check, DHS Child Welfare Registry check, sex offender registry check and drug screening are all required for employment at the Children's Advocacy Center of Lincoln County.