Job Title: Child Victims of Human Trafficking Program Coordinator  
Full-Time: 35 hours per week  
Exempt/Salary  
Immediate Supervisor: DCCAC Program Director

Job Summary:

In coordination with the Delaware County Children’s Advocacy Center Program Director, The Family Support Line CVHT Program Coordinator is responsible for overseeing the development of a coordinated response to human trafficking in Delaware County. The primary duties include establishing trafficking guidelines and protocols for the multi-disciplinary team of the DCCAC. This position will also provide counseling and advocacy services to victims of human trafficking and/or commercial sexual exploitation as well as outreach and education in the community. The CVHT Program Coordinator will also serve as the lead for the Family Advocate team to ensure caseloads are balanced and managed on a timely basis and will provide leadership to all CAC staff in the absence of the Program Director. Family Advocates provide advocacy, crisis support and case management services to victims of child abuse, their non-offending family members and caregivers. Duties include ensuring that Family Advocates have the resources and guidance they need to deliver support and education. The CVHT Program Coordinator is also responsible for taking on difficult cases or those needing extra resources or advocacy. The CVHT Program Coordinator is also responsible for participating in case tracking, monthly case review, supporting the mission of Family Support Line and the Delaware County Children’s Advocacy Center and ensuring compliance of grant/funding requirements. This position requires the ability to function in a fast-paced environment as well as travel to regional, state and occasional out of state trainings and events. The ability to work as part of a multidisciplinary team and collaborate with a wide range of professionals including law enforcement, social services, medical, and mental health providers is also essential.

Essential Functions:

Agency Outreach

1. Initiates and maintains collaborative relationships with police departments, child welfare, district attorney’s office, victim service organizations, and medical providers in order to develop coordinated sex trafficking protocols and procedures which ensure victim’s rights and needs, as well as access to the DCCAC.
2. Actively and effectively engages in appropriate human trafficking outreach and education activities in the community.

Direct Services

1. Meets with non-offending caregivers of child victims while forensic interviews are being conducted at the DCCAC and provides orientation of children and non-offending caregivers to the DCCAC and the coordinated multidisciplinary response.
2. Provides crisis counseling and emotional support for the victims, their families, and their friends during and after the forensic interview.
3. Provides information to non-offending family members regarding dynamics of abuse, how to support the child and community resources in Victims Compensation Assistance.
4. Represents the victim’s interests at the DCCAC team meetings; advocates on behalf of victims as appropriate.
5. Coordinates referral process for medical, mental health and further victim advocacy services for ease of transition for victim and their family

Program Outreach and Administration

1. Assists with case tracking mechanism which provides accurate, useful, and accessible data for the DCCAC and other agencies.
2. Provides or participates in educational programs, public presentations, and training activities focusing on the child abuse victims and the non-offending family members.
3. Assists in the development of educational materials to be used in educational programs, public presentations, and training activities concerning the victims of child abuse.

**Internal Agency Administration**

1. Meets regularly with Director of the DCCAC regarding (1) the operation of the Family Advocate Team; (2) coordination and development of human trafficking policies and procedures; and (3) for support, direction, supervision, and feedback.
2. Communicates and collaborates with other agency staff to contribute to Family Support Line and the DCCAC’s effectiveness and mission.
3. Participates in monthly case review process.
4. Adheres to all agency policies and procedures (e.g., confidentiality).

**Additional Responsibilities**

- Participates in staff meetings at all levels of the agency as appropriate or as assigned.
- Completes and submits all required, relevant, and assigned paperwork in a timely and accurate.
- Promotes a positive image of the Family Support Line and Delaware County Children’s Advocacy Center in the community and participates in special events and fundraising efforts.
- Assists with clerical duties in absence of Administrative Assistant.
- Performs additional duties as assigned.
- Available for occasional work outside of regular hours.

**Knowledge, Skills and Abilities:**

- Strong organizational skills, ability to work independently and manage multiple tasks
- Must be able to work effectively with diverse groups of clients, staff and individuals in the community
- Ability to express complex information and ideas both verbally and in writing
- Proficiency in Microsoft Office Outlook, Word, and Excel. PowerPoint and Publisher experience preferred.
- Able to maintain client confidentiality and privacy
- Available for some evening meetings
- Ability to be enthusiastic, friendly and welcoming and possess a comfort level easily interacting with children and adults who receive services at the Delaware County Children’s Advocacy Center
- Ability to work as part of a multidisciplinary team and collaborate with a wide range of professionals including law enforcement, social services, medical and mental health providers
- Ability to be flexible and adjust to a quickly changing schedule and handle distractions and interruptions
- Ability to take the initiative to identify and solve problems

**Qualifications:**

Bachelor’s Degree in social work, psychology, criminology, human services, or other related field required. Masters degree in social work, psychology, criminology, human services, or other related field preferred.
Knowledge of the victim advocacy, criminal justice and child welfare system required.
Must have valid driver’s license or ability to get to programs at various locations.
Must be able to lift 20 lbs.
Must pass a statewide criminal background and fingerprint check.
**General Information:**
The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The selected applicant must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.

I have read and understand this job description.

Signature: ____________________________  Print Name: __________________________

Date: ________________________________