



# COMMUNITY WORKS

Domestic & Sexual Violence Resource Center

## **Sex Trafficking Survivor Advocate**

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

**POSITION SUMMARY:** Provide direct service support to survivors of sex trafficking.

### **QUALIFICATIONS:**

- Bachelor's degree in Psychology, Criminal Justice, Women's Studies or related field or two years' relevant experience preferred.
- Minimum one year direct service work with people in crisis.
- Public speaking experience.
- You must have a good driving record, a valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Must successfully pass a Background and Abuse check.

### **SKILLS AND ABILITIES:**

- Ability to handle confidential information concerning the Agency, clients, and program organizational plans, policies, and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Must be culturally competent and sensitive.
- Strong written and verbal communication skills.
- Ability to work as part of a team and to communicate effectively with social service agency personnel, court staff, judges, and various social service professionals.
- Aptitude to develop extensive knowledge of the dynamics of sex trafficking.
- Develop a functional understanding of the varied and complex justice and social service systems.
- Ability and willingness to interact positively with the public, both in person and on the telephone.
- Ability to handle confidential information with integrity.
- Ability to maintain punctual, consistent attendance.
- Self-starter.
- Ability to organize and prioritize workload.
- Capable of establishing and maintaining open communication and positive working relationships with staff of programs and agencies that have missions which differ from our own.
- Exercise patience, understanding and compassion in dealing with clients, co-workers and community members.
- Ability to provide training to professionals and community members.
- Capacity to work collaboratively with others.
- Knowledgeable about the social and cultural characteristics of the service population.

**ESSENTIAL FUNCTIONS:** (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job.)

- Provide direct service to survivors of sex trafficking.
- Be part of the creation of protocols and processes for addressing sex trafficking in Jackson County.
- Collaborate with sex trafficking task force members to create a county-wide referral process.
- Assist in the community awareness plan to train community-at-large on dynamics of sex trafficking.
- Provide data for county sex trafficking statistics.
- Promote the Agency in a positive manner to employees, to our volunteers, and to people in the community.
- Maintain confidential information concerning the Agency, clients, and program organizational plans, policies and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Encourage teamwork through modeling and cooperative interaction with colleagues, volunteers, community partners, and community members.
- Maintain a positive, professional demeanor.
- Provide support, information, referral and advocacy to survivors of sex trafficking.
- Provide training and education to volunteers, community groups and social service/criminal justice agencies.
- Serve on committees as appropriate.
- Position may require transportation of clients.
- Attend Agency meetings.
- Be part of on-call rotation within Agency.
- Other duties as assigned.

Position Name: Sex Trafficking Survivor Advocate  
Department: Community Advocacy Services, Advocacy Services  
Supervisor: Program Director  
Revision Date: 10-11-18  
FTE: 1.0       Exempt     Non-Exempt  
Position #: CW10B2018KC  
Position Open: Until Filled

Send your cover letter and resume to be considered for this position.  
Please include the position name and position number  
in the subject line of your email and in your cover letter.

For open positions, check our website at [www.community-works.org](http://www.community-works.org)

**Community Works is an Equal Opportunity Employer**