



**Job Title:** Human Trafficking Specialist

**Reports To:** Human Trafficking Manager

**Position Status:** Full-time, Non-exempt, Salaried Position

**Job Summary:** Coordinate outreach and direct services to labor and sex trafficking victims in Northeast Iowa, working primarily in Black Hawk, Bremer, and Buchanan Counties. Collaborate with service providers to assure that victims receive support and safety.

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**Crisis Services Functions:**

1. Exhibit a belief in non-violence and a willingness to advocate on behalf of victims and their children who are affected by sexual assault, domestic violence, or human trafficking in a non-discriminating manner.
2. Uphold the belief that quality client services are the top priority.
3. Maintain current understanding and knowledge of sexual assault, domestic violence, and human trafficking issues including Iowa Code providing comprehensive support and advocacy services to the fullest extent of the law.
4. Provide emotional support and advocacy to victims which may include, but is not limited to, crisis counseling, information/referrals, follow-up and client transportation.
5. Comply with state advocacy training/certification requirements as well as confidentiality as defined by Iowa Code and state coalitions. Achieve and maintain required certification.
6. Share on-call responsibilities.
7. Work with Crisis Services Team to assure shelter coverage which requires maintaining a flexible work schedule to meet victims' and shelter needs.
8. Assist in developing and coordinating victim services to reach under-served groups within the FOF service area, including rural elderly, disabled and isolated people.
9. Promote a healthy work environment.
10. Establish working relationships with area professionals, service providers and the community at-large focusing on domestic violence, and sexual assault while promoting a positive reputation of CVFF.
11. Attend FOF All Agency and program meetings as scheduled.
12. Maintain up to date familiarity with agency policy and procedures in order to exercise good judgment in various situations.
13. Comply with agency policies and procedures.
14. Maintain accurate data and submit reports, including statistical data, as required.
15. Assist the agency in providing public education and training regarding issues of domestic violence, human trafficking, and sexual assault. Provide presentations to community groups as requested by administration.
16. Assist with training sessions for volunteers and employees.
17. Perform other work assignments as requested/needed.

**Duties Specific to Human Trafficking Specialist:**

1. Facilitate and coordinate direct services to human trafficking victims, including, but not limited to:
  - a. Crisis response in an emergency
  - b. Medical, legal, and community advocacy
  - c. Support in identifying, navigating, and securing safe shelter and housing.
  - d. Relocation assistance
  - e. Basic needs such as food, clothing, etc.
  - f. Information, resources and referrals to other social support agencies.
  - g. Case management services
2. Work from the Bremer County office, and provide mobile outreach in other areas of the service region.
3. Provide direct support to human trafficking victims in Black Hawk, Bremer, and Buchanan Counties including persons accessing the safe emergency shelter.
4. Assess barriers of victims of sex and labor trafficking and implement strategies to overcome those barriers.
5. Provide training and technical assistance to collaborative partners who can often come into contact with trafficking victims first. Collaborate with those partners to assure smooth transition of services and access to quality services.
6. Develop a case plans with participants, which can include safety planning, relocation planning, and housing/stability planning.
7. Assist participants in locating and securing housing of their choice. Complete housing inspections and submit recommendation for housing placement approval to the Human Trafficking Services Manager and the Executive Director.
8. Create and maintain consistent communication channels, both verbal and written, between several parties (i.e. participant, referral sources, law enforcement, collaborating agencies, landlords, etc.)
9. Provide mediation and advocacy on the participant's behalf to assure the best client outcomes. Serve as an ongoing liaison between clients and collaborating agencies.
10. Provide information and referral assistance regarding available support from appropriate social service agencies and/or community programs.
11. Assist participants in development of a strength-based/solution-focused individualized goal and action plan that promotes safety.
12. Develop an effective, timely referral network in order to ensure ongoing direction and support as needed.
13. Meet with program participants weekly and take an active role to link to resources and services, ensure stability and progress, provide support and advocacy, reduce isolation, listen, and problem solve.
14. Utilize creative techniques, including the use of technology, to communicate with clients who are housed throughout the region.
15. Document meeting case notes, maintain client files and other appropriate documentation of services per CVAD audit requirements. Paperwork must be completed and in the files within 7 days of contact. This includes, but is not limited to intake, discharge, and follow-up paperwork and documentation.
16. Transport participants as program permits
17. Collect and report program data, including but not limited to program success and follow-up tracking, data required by funders, etc.
18. Understand and adapt to service changes in the field at the local, state, or national level.
19. Participate in agency needs assessment, planning, implementation, evaluation, and grant writing as coordinated by the Human Trafficking Services Manager, Director of Operations, or Executive Director.
20. Represent FOF at community and other program development meetings as requested.
21. Assist in on-going coordination and management of the donations given to FOF from community persons and ensure timely distribution to any FOF participants.
22. Coordinate the purchase of bus tickets and other emergency needs for trafficking victims to relocate to their area of choice and safety.
23. Manage time and schedule independently and to meet the needs of those served

**Position Qualifications:**

1. Bachelor Degree in social work, related field or combination of equivalent education and experience.
2. Previous experience in crisis counseling, victim advocacy and crisis intervention skills preferred.
3. Must demonstrate ability to organize, prioritize and plan work to meet deadlines; behavior management techniques, confidentiality and observation/recording techniques.
4. Ability to determine individual skill levels and adapt information materials for age appropriate understanding and use.
5. Ability to complete mandatory training to qualify as a victim advocate within 30 days of employment.
6. Ability to travel throughout the 14- county service area to provide in-person advocacy services and to other locations within the state as necessary for training purposes.
7. Ability to pass law enforcement screening and possess clean personal history regarding child endangerment.

**Employee Signature:**

I have reviewed all the information contained in this job description and agree that it is accurate and I am physically able to perform the duties.

I acknowledge that the contents of this job description are not to be construed, in part or in whole, as a guarantee of employment. I understand that Iowa is an at-will employer, and therefore, my employment is at the will of myself, the employee, and Cedar Valley Friends of the Family.

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Signature	Date
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**Human Trafficking Specialist**

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