

## **JOB DESCRIPTION: REGIONAL SERVICES ADVOCATE**

---

<b>Department:</b>	Programs
<b>Reports To:</b>	Executive Director of Anti-Trafficking
<b>Recruited By:</b>	Executive Director of Anti-Trafficking/Vice President of Programs
<b>Approved By:</b>	Vice President of Programs
<b>Organizational Unit:</b>	Anti-Trafficking
<b>Status:</b>	Full-Time
<b>Classification:</b>	Exempt

### **JOB SUMMARY**

As part of the Outreach Team consisting of the Survivor-Mentor and Clinician, the Regional Advocate will create a comprehensive system of care for commercially sexually exploited (CSE) and trafficked children and young adults (up to age 24). The purpose of the Regional Services Advocate is to ensure that each victim/survivor that is identified and referred to a Safe Home has access to a comprehensive set of victim support services based on an individual needs assessment and is victim-centered and survivor-led.

### **ESSENTIAL DUTIES AND FUNCTIONS**

- Complete individual assessments to ensure victims receive a comprehensive, trauma-informed, culturally-competent direct services plan that meets the individual needs of the victim/survivor
- Provide initial care management services including access to and coordination of clinical services as needed
- Coordinates services for immediate health and safety such as emergency, short-term shelter based on assessed needs
- Coordinates emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim.
- Coordinates mental health assistance such as counseling, group treatment, and individual therapy (intensive professional psychological/psychiatric treatment). This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- Serve as the regional services expert, trainer and resource for the victim/survivor and referral agencies to ensure continuity of care
- Develop relationships with service providers, law enforcement, governmental agencies, clinicians, to assist victims/survivors and families with navigating the various systems and services and ensuring that therapeutic support services are readily available as needed
- Provide information to the key stakeholders in the region about CSE and trafficking to ensure a coordinated, immediate and appropriate response to meet the needs of victims/survivors
- Provide or coordinate training to regional stakeholders so victims/survivors in the specific region are referred to services where professionals, volunteers, direct services staff know the signs of trafficking and can provide trauma-informed and appropriate services and interventions

- Provide skills training to staff in the region to develop the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality, trauma-informed care and direct services to victims. (An example of skills development is training focused on how to respond to a victim in crisis)
- Work collaboratively with Open Door Regional Service Advocates and Survivor Mentors to ensure that the needs of victims are met
- Complete documentation as required by funding entities, courts, referral sources
- Other duties as assigned based on programmatic needs

#### MINIMUM QUALIFICATIONS

- Masters in Social Work or related field desired
- A minimum of 5-7 years related experience
- Commitment to vulnerable individuals and families
- Flexible; ability to provide on-call services with team members for 24/7 and 365 days a year coverage, provide crisis intervention and ongoing support of individuals identified in the region
- Non-judgmental
- Team Player
- Availability to work flexible hours and days based on needs of the victims/survivors
- Excellent written and oral communication skills
- Ability to solve complex, practical problems and effectively deal with complex variables in situations where limited standardization exists
- Comprehensive understanding and experience in providing direct care and coordinated services to trauma victims

#### KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Computer and systems skills including experience with Microsoft Word and Excel
- Ability to build effective professional working relationships internally and externally
- Effective communication skills, both oral and written; attention to detail, and ability to multi-task and stay organized under tight deadlines
- Presents him or herself outside the agency in a manner in keeping with the firm's core values and guiding principles
- Ability to maintain confidential employee and company information
- Ability to multi-task
- Ability to understand and follow oral and written instructions, meets deadlines, and work independently
- Ability to solve daily problems by analyzing situations, determining next step and implementing
- Ability to comprehend and process information rapidly and accurately
- Skills in effectively organizing work, files, records, etc., to maintain efficient work flow
- General knowledge of standard office practices and office equipment

**SPIRITUAL QUALIFICATIONS**

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized
- Must have a sense of commitment to ministry through vocation
- Possess a sincere desire to seek God and His kingdom
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists
- Be a member of a New Testament, evangelical Church in the local community and attend regularly
- Engage in witness activities as a normal part of life

**PHYSICAL DEMANDS**

**These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. The ability to lift up to 30 pounds (boxes, documents, and/or equipment).

**WORK ENVIRONMENT**

**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Job functions are performed in both normal office environments and in the community. Employee is not exposed to adverse environmental conditions.

*I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.*

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Dated: \_\_\_\_\_