

JOB DESCRIPTION: TEAM COORDINATOR

Department: Programs
Reports To: Director of Anti-Trafficking Mobile Teams
Recruited By: Executive Director of Anti-Trafficking Mobile Teams
Approved By: Vice President of Programs
Organizational Unit: Anti-Trafficking
Status: Full-Time
Classification: Exempt

JOB SUMMARY

As part of the Anti-Trafficking Mobile Teams consisting of the Peer-Mentor and Clinician, the Team Coordinator will create a comprehensive system of care for commercially sexually exploited (CSE) and trafficked children and young adults (up to age 28). The purpose of the Team Coordinator is to ensure each victim/ survivor is identified and referred to One More Child Anti-Trafficking-Mobile Teams has access to a comprehensive set of survivor/victim support services based on an individual needs assessment and is victim-centered and survivor-led.

ESSENTIAL DUTIES AND FUNCTIONS

- 20% Ensure individual assessments are facilitated for survivor/victims that are comprehensive, trauma-informed, and culturally competent and meet the individual needs of the victim survivor.
- 10% Provide initial care management services including access to and coordination of clinical services as needed.
- 10% Coordinate volunteer services to include scheduling and monitoring.
- 10% Coordinate emergency legal assistance such a 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.
- 15% Engage various service providers, such as mental health providers, social services as well as stakeholders, government agencies, law enforcement, to assist victims/survivors and families.
- 10% Provide skills training to staff in the assigned region to develop the skills of direct service providers including volunteers and paid staff to ensure trauma-informed care practices, quality care, and direct services to victims. (An example of skills development is training focused on how to respond to a victim in crisis.)
- 10% Work collaboratively with Clinician and Peer Mentors to ensure that the needs of victims are met.
- 5% Complete documentation as required by funding entities, courts, and referral sources.
- 10% Other duties as assigned based on programmatic needs.
- Total 100%

MINIMUM QUALIFICATIONS

- Bachelor's degree in Social Work, Human Services or related field required, Master's degree in Social Work, Human Services, or related field desired.
- A minimum of 3 years related experience.
- Comprehensive understanding and experience in providing direct care and coordinated services to trauma victims.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Ability to build effective professional working relationships internally and externally
- Commitment to serving vulnerable individuals and families.
- 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, availability to work flexible hours and days based on needs of the victims/survivors.
- Ability to solve complex, practical problems and effectively deal with complex variables in situations where limited standardization exists.
- 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 understand and follow oral and written instructions, meets deadlines, and work independently.
- Skills in effectively organizing work, files, records, etc., to maintain efficient workflow.
- Effective communication skills, both oral and written; attention to detail, and ability to multi-task and stay organized under tight deadlines.
- Ability to protect the confidentiality of sensitive information.
- Computer and systems skills including experience with Microsoft Word and Excel.

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



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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: _____