

SAMARITAN HOUSE

Job Description

Position: Anti-Human Trafficking and Sexual Assault Supervisor	Approved on: May 9, 2016
Reports to: Program Director	Revision Date: May 31, 2018; September 15, 2019
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	<input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Direct Client Services

Position Summary: The Anti-Human Trafficking and Sexual Assault Supervisor is responsible for managing all aspects of the anti-human trafficking case management services. This position will supervise the anti-human trafficking staff including the Case Managers, the Residential Coordinator, the Victim Advocate and the Vocational Specialist and will maintain a caseload. The incumbent will be responsible for maintaining compliance with all grant requirements and Samaritan House's current policies and procedures. The incumbent will also serve as a back-up for the overnight and weekend Intake staff. This position will be mobile, working in the 5 jurisdictions as services are needed. This is a full-time position and accountable directly to the Program Director.

Job Responsibilities

1. Supervise anti-human trafficking staff; including establishing goals/objectives, monitoring performance, performing evaluations and providing recommendations for hiring/firing.
2. Establish and monitor client outcomes, complete routine program evaluation, ensure appropriate staffing, and successfully meet program goals.
3. Support provision of emergency response and comprehensive care for domestic and foreign national victims of sex and labor trafficking.
4. Serve as an initial point of contact and emergency responder for human trafficking victim services.
5. Work with management staff to complete program budget and stay within the budget.
6. Work effectively and efficiently with the other staff members of Samaritan House and stakeholders in the community.
7. Provide services at hospitals, magistrates' offices, schools, other shelters or locations wherever the case manager is needed or requested for services in the five jurisdictions.
8. Respond to emergency calls placed on 24-hour crisis hotline and provide emergency response and comprehensive case management including assessment of immediate needs, and the development of safety plan and service plan in coordination with the human trafficking victim.

9. Coordinate with local, state and federal law enforcement and other systems and organizations to support the victim in leaving the trafficking situation and receiving needed services.
10. Ensure that the victim's basic needs are met, including safe temporary housing, clothing, food, medical care and dental care. If counseling and/or substance abuse treatment is needed and wanted by the victim, the Case Manager will also link them to specific services and provide or assist with transportation.
11. Work closely with victims to provide intensive case management and help victim achieve goals outlined in the service plan. While plans will vary based on individual needs, these activities may include but are not limited to permanent housing/treatment facility, legal assistance, working with law enforcement, employment, counseling, linkage to benefits, etc.
12. Maintain accurate and timely case notes and statistical records.
13. Maintain strict confidentiality regarding all human trafficking victims.
14. Participate in task force and coalition meetings as well as community collaboration groups such as the Coordinated Community Response Team and Sexual Assault Response Team meetings and represent organization to others as needed.
15. Serve as a back-up for evening and weekend Intake Staff, assisting them with emergencies as needed.
16. Assist with all required internal and external grant reporting including program output and outcome reports.
17. Other duties as assigned.

Required Background

- Bachelor's Degree in Human Services or related field. Master's Degree preferred.
- Experience working with victims of human trafficking is preferred. Experience working with victims of other traumatic crimes, such as domestic violence or sexual assault is required.
- Demonstrated ability to take initiative and make sound decisions.
- Valid Virginia Driver's License.
- CPR certified with adults and children within six months of hire.

Required Skills

- Knowledge of and adherence to agency mission, policies and procedures, including Code of Conduct and mandatory reporting requirements.
- Proven excellent oral and written communications skills.
- Ability to lead, evaluate and supervise staff and work within a team.
- Ability to think analytically.
- Ability to develop and work within budgets.
- Ability to write and implement program descriptions, implementation plans, and outcomes measures.

- Knowledge of dynamics of human trafficking.
- Knowledge of human development theory across the lifespan.
- Knowledge of a wide range of models of practice in counseling and advocacy (feminist, humanist, empowerment models).
- Skills in establishing non-victimizing rapport with victims.
- Excellent written and oral communication skills with victims, staff and interagency professionals.
- Ability to work effectively in crisis situations, utilizing the teamwork model of practice.
- Ability to plan and manage own work activities and seek and use supervision effectively to increase skills and knowledge.
- Ability to maintain and keep records current and complete statistical reports in a timely manner.

Required Physical Skills

- Ability to lift 25 pounds
- Ability to operate a motor vehicle (car, truck, and/or van)
- Ability to walk, climb, and reach
- Ability to conduct and attend meetings

Salary: Based on experience and qualifications. This is a full-time position with benefits. Please submit resume and job application:

Theresa Lindsey
 Director of Operations/Employee Engagement
 Samaritan House
 2620 Southern Blvd
 Virginia Beach, VA 23452
 Phone: 757 631-0710, ext. 253
 Fax: 757 631-0747
theresal@samaritanhouseva.org

Please download and complete Job Application Form at: www.samaritanhouseva.org

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