



# ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, [www.alliance4community.org](http://www.alliance4community.org)

<b>Job Title:</b>	Victim Program Specialist	<b>Job Category:</b>	Community
<b>Classification:</b>	Community Based Services	<b>WC Code #:</b>	8742
<b>Location:</b>	Valley Crisis Center	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$18.67 per hour	<b>Position Type:</b>	Full Time; 30 hours per week
<b>HR Contact:</b>	Denise Conway	<b>Phone:</b>	(209) 742-6456
<b>Name:</b>		<b>Date of Hire:</b>	
<b>Immediate Supervisor:</b>	Program Coordinator		
<b>Benefits:</b>	10 Paid holidays, 114 hours Paid Time Off per year, Cafeteria Plan with Health, Dental, Vision, Life Insurance, and Retirement Benefit Options with a benefit stipend of \$187.50. All benefits for this position are prorated at 75%		

**Applications Accepted By:**

**E-mail:** [applications@alliance4you.org](mailto:applications@alliance4you.org)  
**Subject Line:** VCC Victim Program Specialist

**Job Description**

**Role and Responsibilities**

The primary role of this position is to work with victims of human trafficking (HT). Secondly, this position is responsible for conducting human trafficking trainings and technical assistance to the community of Merced County and the Alliance staff and attending regional human trafficking coalition meetings.

**Crisis Intervention & Advocacy:**

- Respond to victims of human trafficking (HT) to reduce levels of trauma and provide support in a way that reflects the agency's mission and values
- Asses the immediate needs and lethality of walk-in HT clients, call-outs, and crisis calls during regular business hours
- Answer crisis line calls, asses for services, provide referrals, and complete necessary documentation
- Respond to calls requesting an advocate from clients, law enforcement, medical facilities, and other social service providers when it is appropriate and safe to do so
- Provide emergency transportation when it is appropriate and safe to do so
- Provide advocacy and accompaniment on behalf of walk-in clients, call-outs, and crisis calls
- Prepare correspondence on behalf of HT clients to service providers
- Accompany and transport clients as needed to medical, criminal justice, and social service appointments to seek help with crime related situations or family needs
- Maintain a professional demeanor when working with clients and community partners
- Communicate with law enforcement or other agencies as needed for the purposes of securing services for the client and ensuring their safety
- Contact the client in one or two days for the purposes of following up, providing safety planning, and going over available resources
- Ensure that the client receives the necessary information to access additional services and referrals
- Respond to crisis after hours and weekends through the crisis hotline or in person on a rotating on-call basis





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## Human Trafficking Resource Liaison:

- Serve as a liaison/advocate between Valley Crisis Center clients, community resources, and agencies
- Act as a representative for Valley Crisis Center at community and regional meetings to ensure appropriate coordination of services for Valley Crisis Center sexual assault and domestic violence clients
- Ensure that Valley Crisis Center staff are kept up to date on changes in community resources
- Provide culturally appropriate services and referrals and/or coordinates interpretation services
- Provide presentations and training to community agencies, staff, and volunteers on all aspects of sexual assault, domestic violence, and human trafficking victims
- Provide outreach and expertise

## Other Direct Services:

- Provide assistance with restraining orders/custody papers when needed
- Provide court support and general information regarding the criminal justice system; act as a court escort and provide information on the status of the client's case when needed
- Provide short term supportive counseling and case management as needed

## General Duties:

- Compile documentation necessary for statistical reports and case records in a timely manner
- Participate in training
- Attend weekly staff meetings and case reviews
- Other duties as assigned

## Qualifications and Educational Requirements

### Knowledge of:

- Computer programs
- Empowerment coaching techniques
- Crisis intervention and peer counseling techniques
- Community resources

### Ability to:

- Communicate effectively orally and electronically in writing with individuals and groups, also with public, private, and governmental agencies
- Communicate and deal effectively with individuals and groups in stressful situations
- Work effectively with limited supervision, high stress, and rapidly changing situations and circumstances
- Effectively communicate with various socioeconomic and cultural backgrounds

### Education/Experience:

- High school diploma/GED, some college preferred
- Ability to communicate compassionately, reasonably, and clearly with diverse groups of individuals
- Complete 40 hours domestic violence counselor and 40 hours sexual assault counselor training upon hire
- Complete first aid/CPR certification upon hire
- Prefer three years of experience working as an employee or volunteer in social services





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### Physical Requirements:

- Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended amounts of time
- Facility to see, read, and understand instructional material, rules, policies and other printed material
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the phone
- Physical agility to lift and carry up to 25 pounds, and to bend, stoop, walk, and reach overhead
- Physical agility to push/pull, squat, twist, and turn
- Mental acuity to perform the essential functions of this position in an accurate, neat, and timely fashion; to make good judgments and decisions, and to evaluate the results of those decisions

### Note:

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Alliance for Community Transformations adheres to the provisions of ADA regarding reasonable accommodation procedures.

### Additional Requirements:

- Must complete finger printing and background check upon hire, at Alliance expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment
- Must have reliable transportation, a valid driver's license, and DMV clearance

**Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.**

**Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.**

Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:	6/28/17	Revised Job Description Date:	7/8/21

**\* Upon Hire, this will be signed and dated by the applicant. \***

Signature

Date

