



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, www.alliance4community.org

Job Title:	HT Outreach Program Specialist- VCC based	Job Category:	Community
Classification:	Community Based Services	WC Code #:	8742
Location:	Valley Crisis Center	Travel Required:	Yes
Level/Salary Range:	\$18.67 per hour	Position Type:	Full time; 40 hours per week
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	HT Program Coordinator		
Benefits:	11 Paid holidays, 3 weeks 4 days (152 hours) Paid Time Off per year, Cafeteria Plan with Health, Dental, Vision, Life Insurance, and Retirement Benefit Options.		

Applications Accepted By:

E-mail:
applications@alliance4you.org
 Subject Line: VCC HT Outreach Program Specialist- VCC based
Attention: Human Resources

Job Description

Role and Responsibilities

The primary role of this position is to provide community outreach and expertise on human trafficking (HT), including conducting human trafficking trainings and technical assistance to the community of Merced County and Alliance staff. Secondly, this position will provide direct services to victims of human trafficking (HT). This position will be based at Valley Crisis Center's Merced office.

Human Trafficking Outreach:

- Provides outreach and expertise on human trafficking throughout Merced County to social service organizations, community agencies, and various community groups.
- Coordinates and facilitates trainings for staff and external partner organizations.
- 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 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 to community agencies, staff, and volunteers on all aspects of sexual assault, domestic violence, and human trafficking victims
- Assists in facilitating the Merced County Freedom Coalition, a monthly meeting including trainings and case coordination.

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





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- Answer crisis line calls, assess 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
- Assist with connecting clients with legal and counseling services
- 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 weekend through the crisis hotline (DV/SA/HT) or in person on a rotating on-call basis

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
- Provide support at the HT shelter 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:





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- 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

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
- The Alliance requires all new hires to be fully vaccinated against COVID-19 (including a booster). Potential new hires may make a request for a medical or religious exemption. If an exemption request is deemed valid and is granted, we will consider whether or not a reasonable accommodation exists that would allow the individual to perform the essential functions of the job.

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.





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Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:	4/6/2022	Revised Job Description Date:	

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

Signature

Date

