



# ALLIANCE FOR COMMUNITY TRANSFORMATIONS

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

<b>Job Title:</b>	VCC HT Program Coordinator	<b>Job Category:</b>	Shelter
<b>Classification:</b>	Shelter Based Services	<b>WC Code #:</b>	8804
<b>Location:</b>	Valley Crisis Center	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	EXEMPT, \$5,460 per month	<b>Position Type:</b>	Full time; 40 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 Director		
<b>Benefits:</b>	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](mailto:applications@alliance4you.org)  
 Subject Line: VCC HT Program Coordinator  
**Attention:** Human Resources

## Job Description

### Role and Responsibilities

Responsible for the overall coordination of human trafficking (HT) program, including shelter and case management services, as well as outreach efforts specific to human trafficking.

### Program Supervision:

- Responsible for providing direct supervision to HT shelter advocates, HT Community Resource Specialist, and HT outreach staff
- Responsible for coordinating HT program staff schedules including requested time off, HT shelter coverage, etc.
- Responsible for counseling and discipline, including documentation of staff actions under their direct supervision
- Responsible for compiling and completing staff annual reviews
- Responsible for interviewing and contributing to the hiring process for HT staff under their supervision with direction from Assistant/Program Director
- Responsible for new staff orientation at HT shelter and outreach sites
- Responsible for hearing client complaints and addressing the complaints with staff in a timely and appropriate manner. Responsible for referring it to the Assistant Director/Program Director as needed.
- Responsible for ensuring documentation and data is completed for data entry in a timely manner
- Responsible for providing consultation to HT staff re: client issues, problem solving, etc.
- Researches and provides additional identified training for HT staff
- Supports VCC staff after hours and weekends as the Manager on Duty on a rotating basis

### Shelter Coordination Duties:

- Assume responsibility for the physical operations of the HT shelter, including but not limited to: safety, maintenance, and repairs (upkeep of fire extinguishers, alarm system, van, etc.)
- Ensure annual fire and health inspections are completed in a timely manner





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- Regularly assess the building and grounds for maintenance needs. Responsible for all repairs, including getting price estimates and authorization to proceed
- Meet regularly with Assistant Director/Program Director to ensure HT shelter operation protocols are sufficient and up to date
- Ensure that HT shelter is supplied with basic necessities
- Complete or delegate grocery shopping for shelter as needed
- Coordinate and oversee the completion of house chores/tasks to ensure shelter is clean and organized

## Case Management/Crisis Intervention/Advocacy:

- Assist Community Resource Specialist with HT shelter orientation and intakes with new clients entering the shelter
- Coordinates the client tracking and bed assignments at shelter
- Responsible for data collection and delivery of data to main office
- Assists the Community Resource Specialist with completing case management assessment/plan with all clients in shelter, and follows up weekly with clients on progress towards their goals as needed
- Compile weekly report to present to Program Director regarding major outcomes and services provided
- Conducts regularly scheduled house meetings
- Support the Community Resource Specialist with responding to clients, providing support in a non-judgmental and caring manner. Provides one-on-one and group support/counseling to clients as needed
- Assists the HT Community Resource Specialist in communicating with Counselor, Legal Advocate, and Shelter Advocates/Assistants regarding client's identified goals, case management plan, appointments, etc.
- Conducts classes and groups as needed
- Serves as a liaison/advocate between the client and community resources or agencies
- Assists in the coordination of transporting clients as needed to medical/social service/enforcement appointments when necessary and safe.
- Maintains the confidentiality of client information included in files, conversations or obtained from written sources
- Enforces shelter guidelines with clients when necessary. May require asking clients to leave the shelter if guidelines have been broken
- Keeps current on community resources to be able to share with clients

## Human Trafficking Outreach:

- Oversees outreach efforts of the project
- Supports the coordination and training facilitation for staff and external partner organizations
- Act as a representative for Valley Crisis Center at community and regional meetings to ensure appropriate coordination of services for clients
- Support outreach staff with creating presentations for community agencies and staff
- Engage in networking efforts for the purposes of cultivating resources for HT victims

## Other Duties:

- Other duties as assigned





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- Serves as the back up for the VCC office program, campus, and shelter coordinators as needed
- Assists Program Director with Staff/Volunteer Meeting Facilitation, as requested
- Attends training as identified by Program Director
- Adheres to Alliance values and mission statement
- Represents Alliance in the community in a professional and competent manner

## Qualifications and Education Requirements

### Knowledge of:

- Human Trafficking, Domestic Violence, and Sexual Assault
- Building/Household Maintenance and Coordination
- Counseling and Crisis Intervention and Techniques
- Computer skills: Microsoft Word, Excel, PowerPoint, and Internet/Emailing

### Ability to:

- Communicate effectively orally and electronically in writing with individuals and groups
- Organize and prioritize tasks according to deadlines and client needs
- Work effectively with limited supervision, high stress and rapidly changing situation and circumstances
- Demonstrate sensitivity to the overall diversity of the service population
- Supervise volunteers and staff from various backgrounds and levels of experience

### Education/Experience:

- High School Diploma/GED with two years work or volunteer experience in the field of social services
- Experience working with victims of human trafficking. If no experience, 6 months of training will be required to meet this requirement.
- Complete human trafficking training, as well as 40 hour domestic violence and 40 hour sexual assault counselor training upon hire

### 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 distinguish instructional material, rules and policies and other printed matter
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
- Facility to speak in audible tones so that others may understand clearly in normal conversations and on the telephone
- Physical agility to lift and carry up to 20 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, timely fashion: to make good judgments and decisions; and to evaluate the results of decisions and judgments
- Facility to drive a vehicle

### Note:





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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.**

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

