



CSE Human Trafficking (HT)
Coordinator
Job Description

Job Classification: Exempt, Salary: \$37, 080/year as grant allows

Work Schedule: M-F 9-5:30pm, some flexibility required, some on-call required

Reporting Relationship: Program Director

Major Duties:

1. Act as the first responder to most HT calls for the agency
2. Provide crisis counseling and case management services to HT victims
3. Collaborate with coordinated community responses to HT, including with law enforcement, social services, and other community entities
4. Provide professional and community training on HT to diverse audiences
5. Maintain required information needed for agency statistical and grant reports
6. Meet grant goals and objectives for project
7. Actively promotes and supports the organization's mission and vision.

General Duties

1. Attends weekly staff meetings.
2. Provide services to other CSE clients in crisis situations
3. Provides additional duties as needed for continuity of services

Qualifications:

- Degree in social work or related field or equivalent experience.
- Experience working with victims of HT, domestic violence and/or sexual assault/abuse.
- Ability to work well with a cross section of clients
- Knowledge of local resources
- Ability to relate well to people in crisis
- Basic knowledge of domestic violence and sexual assault dynamics
- Demonstrated ability to work independently.
- Skilled in networking with other professionals.
- Ability to function in a crisis setting where interruptions are frequent.
- Basic computer skills including usage of Microsoft Office programs and data entry
- Organizational skills and adaptability to manage a diverse work load.

Physical Demands:

- Ability to drive personal vehicle and to be moving from site to site on any given day.
- Able to lift 50 pounds.
- Able to climb flights of stairs multiple times daily.



CSE Human Trafficking (HT)
Coordinator
Job Description

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature

Date

Supervisor Signature

Date