

MY SISTERS' PLACE JOB POSTING

Date: May 2019
Job Title: Human Trafficking Case Manager
Job Classification: Full-Time (40hours/week), Non-Exempt
Position Reports To: Director of Human Trafficking Program

My Sisters' Place (MSP) is a not-for-profit 501(c)(3) organization that has been providing support to victims of domestic violence and human trafficking throughout Westchester County, NY since 1978. MSP has evolved from a small, grassroots organization into a holistic agency touching the lives of more than 10,000 individuals each year. We provide a continuum of free services including: a 24-hour hotline, emergency residential shelter, adult counseling, legal services, children's services, and an extensive community education and training outreach program.

The Human Trafficking Case Manager will provide direct case management, counseling and advocacy for survivors of sex and labor trafficking—adults and minors, of any gender identity, U.S. citizen and foreign born—in close collaboration with MSP's legal, shelter and counseling programs, and with a network of referral agencies throughout the county. The Case Manager will also assist with developing and conducting human trafficking trainings.

MSP general requirements:

- Support our philosophy and guiding principles
- Participate in agency-wide and community events, initiatives and committees to help strengthen our organizational goals
- Work collaboratively across departments
- Participate in on-going education and training opportunities
- Ability to collaborate with people and synthesize diverse sets of institutional perspectives
- Ability to maintain a professional demeanor in all situations and be able to withhold confidential

DUTIES

- Conduct phone and in-person outreach to victims of human trafficking, assessing their emotional and practical needs, as well as explaining the services offered by MSP
- Provide crisis intervention, safety planning, needs assessments, client accompaniment and short-term individual/group counseling to victims of human trafficking and their family members
- Co-facilitate monthly survivor workshops and support groups
- Advocate on clients' behalf with the police, District Attorney's Offices, U.S. Attorney's Offices, FBI, Homeland Security Investigations (HSI), public benefits agencies, courts, medical providers and other relevant organizations
- Assist clients in applying for public benefits, OVS crime victim compensation, and other benefits for which they may be eligible
- Collaborate closely with other MSP programs on behalf of human trafficking clients, including shelter, legal, community counseling & advocacy programs
- Develop and maintain strong contacts with referral agencies throughout Westchester and the surrounding region, and provide clients with information and referrals to outside services for themselves and their relevant family members
- Maintain accurate case records and program statistics in compliance with funding requirements and objectives
- Assist with case management reimbursement contracts, including client spending limits, contract reports, and monthly billing
- Participate in community meetings and coalitions, including the Westchester County Anti-Trafficking Task Force
- Assist with developing and conducting human trafficking trainings and outreach to community groups and service providers to inform them about MSP's services
- Other duties as assigned by supervisor.

QUALIFICATIONS

- Master's degree in social work or related field preferred; Bachelor's degree and minimum of two years' experience working with victims of human trafficking, sexual assault, domestic violence or other victim population, or with immigrant/refugee populations required
- Excellent interpersonal skills, including the ability to work collaboratively and on a team
- Strong written and oral communication skills
- Proficiency with Microsoft Word, Excel and PowerPoint
- Experience assisting with contracts, billing and reimbursements preferred
- Experience organizing and executing group trainings and support groups preferred
- Ability to think critically and address crisis situations as they arise
- Multi-lingual or Bi-lingual strongly preferred, with strong preference given to English/Spanish

SALARY: Entry Level

NO PHONE CALLS PLEASE. Send resume and cover letter by e-mail with "Human Trafficking Case Manager" in the subject line to: Nathalie Chara, Director of the Human Trafficking Program at nchara@mspny.org. Please submit applications on or before Friday, May 31st.

My Sisters' Place policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.