



Position Announcement

Anti-Human Trafficking Services Coordinator

Job Title: Anti-Human Trafficking Services Coordinator

Department: Training and Technical Assistance

Reports To: Medical Advocacy Coordinator

FLSA Status: Full-Time, Exempt

Work Hours: Regular work hours, some evening and weekend may be required

Travel Expectations: In-state travel required

Position Summary

The Anti-Human Trafficking Services Coordinator supports anti-trafficking efforts and implements requirements of project grants. This is currently a full-time hybrid position working remotely and at our Harrisburg office.

Essential Duties and Responsibilities

Coordination, Training & Support:

- Identify and inventory anti-human trafficking organizations and task forces across Pennsylvania to assess strengths and gaps in response to and services for survivors.
- Identify and disseminate best practice information to local, regional, and statewide partners.
- Provide support for local, regional, and statewide partners by linking providers, disseminating resources, and identifying needs.
- Develop and update resources and training materials to ensure they are presented in a survivor-informed, victim-centered manner.
- Respond to and follow up on training and technical assistance requests.
- Attend anti-trafficking activities and events throughout PA.
- Participate in systems advocacy meetings and summits with local, state and regional agencies.
- Act as a liaison to centers through on-line groups.
- Serve on Training and Technical Assistance Team.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Travel requirements:

This position requires in-state travel.

Qualifications:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Bachelor's degree (B.A.) in human service field or education from four-year college or university; or equivalent combination of education and/or experience. Survivor experts are encouraged to apply

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Requirements:

1. Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities.
2. Must be a self-starter that can work within a team and fast-paced environment and handle a variety of tasks with multiple deadlines. Must be very detail-oriented and work with minimal supervision.
3. Excellent oral and written communication skills. Must possess excellent project management, organizational and negotiation skills. Excellent customer service skills.

4. Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Ability to maintain cooperative and professional demeanor with rape crisis centers, coalitions, agency staff/board, council members, vendors, consultants, allied professionals and the general public. Must be able to foster positive working relationships with people and create an accessible environment.
5. Must have proficiency with the technology necessary for the functions of the position, including: Microsoft Office, Internet, office equipment.
6. Accept and abide by the mission and core values of PCAR.
7. Must complete a Pennsylvania rape crisis center sexual assault victim counselor training, within first year of employment.
8. Must possess a valid Pennsylvania driver's license, insurance, and reliable vehicle.

Certificates, Licenses, Registrations

- A valid Pennsylvania driver's license is required.
- A minimum of 40 hours of Sexual Assault Counselor training facilitated by one of our partner rape crisis centers is required within the first year of employment with PCAR.
- A valid FBI Criminal History Background Check is required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Other Duties As Required

The statements contained herein describe the scope of the responsibility and essential functions

of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Salary Range

\$46,000 to \$51,000 depending upon qualifications.

To Apply

PCAR offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at pcar.org/employment by January 26, 2022.

Who We Are

Founded in 1975, PCAR works to end sexual violence and advocates for the rights and needs of all sexual assault victims. PCAR partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania. PCAR:

- Ensures that communities have access to quality victim services and prevention education by providing funding, training, materials and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties.
- Provides resources and training on sexual assault-related issues to professionals across the Commonwealth.
- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, and enhance community safety.
- Launched the Sexual Violence Legal Assistance Project in 2018 to provide holistic legal services to survivors of sexual violence.
- Works with media to increase public awareness, access to accurate information, and ethical reporting practices.
- Operates the National Sexual Violence Resource Center (NSVRC), which identifies, develops and disseminates resources regarding all aspects of sexual violence prevention and intervention. The NSVRC also is a partner in a collaborative effort with the National Alliance to End Sexual Violence (NAESV), and the California Coalition Against Sexual Assault (CALCASA)–PreventConnect to operate RALIANCE. RALIANCE was founded in 2015 through a multimillion dollar seed investment by the National Football League with a mission of ending sexual violence in one generation. RALIANCE promotes prevention by awarding grants, advancing research, policymaking, and more.

PCAR understands sexual violence as a social justice issue and works to prevent and respond to sexual violence within this framework. We are committed to nurturing a workplace that is affirming, inclusive, and respectful of all people and the ways in which they identify across race, class, ability, gender, sexual orientation, age, and other characteristics.

Equal Employment Opportunity Commission

PCAR provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.