



someplace safe

SAFETY. OPTIONS. HOPE.

Crime Victim Advocacy, Parenting Time Centers, and Community Thrift Stores

POSITION DESCRIPTION

POSITION TITLE: Regional Labor Trafficking Advocate

Location: Someplace Safe Service Region – home office dependent upon location of advocate

ACCOUNTABLE TO: Regional Navigator

Status: Hourly, Full time

Salary: \$22.00-\$32.00 hourly

BENEFITS INCLUDED: Employer-paid health insurance, life insurance, paid time off (PTO), Employee Assistance Program and 15 Paid Holidays, holiday differential, long-term disability. Optional employee purchased benefits include dental insurance, Colonial Life, short-term disability, and retirement plan.

Staff friendly workplace, including some flexible scheduling, occasional remote work options, strengths-based focus.

Please email Cover Letter & Resume to: anne.lr@someplacesafe.info

PRIMARY OBJECTIVE OF POSITION: Work directly with victims and survivors of labor trafficking in the counties of Big Stone, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse, Wadena, and Wilkin who are identified as victims, survivors, or at risk of sexual exploitation and/or sex trafficking.

This position will coordinate with local partners and systems to enhance the current infrastructure of Safe Harbor, and better connect and identify existing services and resources for victims and survivors of labor trafficking in the service area.

SUPERVISION EXERCISED: May supervise temporary workers, interns, volunteers, or other employees as directed or assigned by supervisor.

JOB SUMMARY:

- Provides comprehensive, client-centered, and trauma-informed services to victims and survivors of labor trafficking.
- Provides case management through, advocacy, crisis intervention, follow up, support, information, and referrals; assesses for safety; engages in risk reduction through safety planning; arranges for emergency safe housing and transportation; accompanies clients to appointments; provides follow-up and/or support at the time of evidentiary exam.
- Serves as a key liaison between victims and survivors of labor trafficking and systems.
- Explains the criminal justice process and prosecution procedures when and where appropriate.
- Explains immigration law and possible asylum options as appropriate.
- Assists victims and survivors of labor trafficking with protective and/or other civil orders; attends court proceedings; arranges safe transportation for victims if needed; provides victims with case updates.
- Accompanies victims and survivors of labor trafficking to appointments, assists in securing legal or financial

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Vision Statement: **Safer Families, Safer Communities**

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10.2023

assistance; offers follow-up contact.

- Provides education on trafficking and exploitation to victims and survivors of labor trafficking and the community via prevention curriculum.
- Defines infrastructure and assists in implementation of response protocols specifically taking into account strategies and legalities involved in responding to and serving victims and survivors of labor trafficking.
- Collaborates with child protection, local schools, victims and survivors of labor trafficking organizations, placements, and other partners both regionally and statewide to ensure that services available meet the specific needs of these victims and survivors of labor trafficking.
- Attends task force meetings or other groups related to serving victims and survivors of labor trafficking.
- Keeps accurate records of services provided; submits reports timely to direct supervisor and in MDH's reporting database as required or requested.
- Gathers data and feedback directly from victims and survivors of labor trafficking to assist in developing effective strategies for response and access to resources; shares information with partners as needed.
- Attends interagency meetings, trainings, and workshops pertinent to Safe Harbor services as required by the grant or directed by supervisor.
- Participates in fundraising, grant writing, agency vigils and events as directed by supervisor.
- Provides education and communication to legislators, criminal justice, medical, human services agencies, and other systems to help improve their response to sexually exploited and/or trafficked victims and survivors of labor trafficking.
- Educates and informs the community through media, presentations, area events; serves on committees, boards, etc. as assigned by supervisor.

OTHER RESPONSIBILITIES:

- Performs other duties and assumes additional responsibilities as directed by supervisor/ Leadership.

DESIRED MINIMUM QUALIFICATIONS: Individuals with diverse backgrounds, varied life experiences, who are bilingual, and/or survivors of crime encouraged to apply. Individuals who were refugees, immigrants, or survivors of labor trafficking are encouraged to apply.

Education and Experience

- High school diploma or equivalent, (G.E.D.)
- Background in trauma related work, advocacy, or related work experience preferred.

Necessary Knowledge, Skills, and Abilities

- Knowledge of and sensitivity to sexually exploited and trafficked victims and survivors of labor trafficking, battered women, sexual violence victims, general crimes victims as well as victim issues; working knowledge of the legal and social service systems, referral sources/options.
- Skill in managing crisis situations; skill in multi-tasking and operating the listed tools and equipment.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, clients, Safe Harbor providers, and the general public; ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

- This position will require a flexible schedule outside of traditional business hours. Applicants must be free and able to work a flexible schedule as needed or required.
- This position will require extensive travel. Applicant must possess and maintain a valid state driver's license and insured reliable vehicle.

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TOOLS AND EQUIPMENT USED

- Requires use of agency provided computer (MS Office Suite), cell phone, and other office and communication equipment.

PHYSICAL DEMAND AND WORK ENVIRONMENT:

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. 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 sit and talk or hear; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. Employee is required to walk, climb stairs and lift at least 25 pounds and be able to move about freely. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the environment is usually quiet.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

It is the policy of this agency to provide equality of opportunity in employment to all persons, to prohibit discrimination because of race, color, religion, national origin, place of residence, political affiliation, disability, marital status, status with regard to public assistance, gender, sexual orientation, or age in all aspects of its personnel policies, programs, practices, or operations.

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