REACH of Macon County

Human Trafficking and Sexual Assault Advocate

Reports To: Human Trafficking/Sexual Assault Specialist/Executive Director

Rate of Pay: $18.00 -$22.00 Per Hour Based on Experience and Education

Benefits: Medical, Vision, Dental, and AFLAC. Annual holiday supplement. Paid Annual and sick including one free floating holiday to recognize and honor the employee’s birthday. This holiday can be taken at any time with prior approval from the Executive Director.

Hours: M-F, 9am – 5pm, some evenings and weekends.

Training: 20-hr Crisis Counseling/Agency Training Offered by REACH of Macon County.

Project Work Description:

* Provide direct client services including intakes, crisis counseling, case management, 24-hour crisis-line coverage, and other advocacy services with a focus on human trafficking/SA victims.
* Provide support services to human trafficking /SA victims receiving emergency shelter.
* Assists in direct court advocacy services including victim rights information, court accompaniment, Victim Compensation assistance, and other court advocacy duties.
* Assists in the development and implementation of all project activities, with a focus on human trafficking/SA victim services.
* Assists in coordination of community collaboration on behalf of this project.
* Assists in the research, development, and distribution of informational and outreach materials specific to human trafficking/SA victim advocacy.
* Receives training and education of project staff to ensure knowledge of best practices in providing services and development of protocols, policy and procedures in working with human trafficking/SA victims.
* Assists in the professional and community training efforts to improve outreach, support, and coordination of intervention and services for victims of human trafficking.
* Assists in the training and utilization of project volunteers.
* Responsible for the documentation of client files, statistics, and other necessary programmatic information as requested.
* Understanding of and ensures client and service confidentiality standards.

Skills/Qualifications:

* + - Minimum of 4-year degree or equivalent experience.
		- Understanding of budgets and agency planning.
		- Strong fundraising and fiscal management skills.
		- Computer skills with knowledge of Quickbooks and Excel.
		- Strong management and leadership skills.
		- Able to work independently
		- Human relations/social service skills a plus
		- Supportive and understanding of the philosophy and mission of REACH of Macon County.

*The Mission of REACH of Macon County is to eradicate domestic violence, sexual assault, and human trafficking crimes in our community through prevention, intervention, and educational services. REACH also takes affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other legally protected characteristics.*