

JOB OPENING (JOB CODE: LR007)

[JOB TITLE:] Anti-Human Trafficking Advocate

[SALARY RANGE:] \$35,318 - \$44,137/annual

[CONTACT:] Human Resources Dept., 2701 S. Chase Avenue, Milwaukee, WI 53207

[LOCATION:] 1 in Oshkosh and 1 in Milwaukee, Wisconsin

[STATUS:] Full Time

[TERM:] Regular

[CLOSING DATE:] Until Filled

[APPLICATION DEADLINE:] Until Filled

[NUMBER OF OPENINGS:] 2

[JOB TYPE:] Internal/External

[SUMMARY:]

Under the supervision of the Latina Resource Center Program Director, the Anti-Human Trafficking Advocate provides comprehensive advocacy services to domestic and foreign-born victims of sex and labor trafficking. Services include but not limited to screening and victim identification; safety planning; case management; assessing victims' needs; developing, implementing, and reviewing service plans; victim accompaniment; criminal justice advocacy; and working with other community resources in meeting/achieving individual service needs. This position develops and maintains response efforts through local and statewide collaborations. The Anti-Human Trafficking Advocate also collaborates with local and statewide anti-trafficking programs to assist victims and ensure their safety.

[JOB DUTIES:]

- 1) Conduct extensive outreach activities to increase the identification of victims of human trafficking.
- 2) Screen potential and/or at-risk individuals to identify human trafficking situations.
- 3) Provide direct advocacy services for domestic and foreign nationals who are victims of sex and labor trafficking.
- 4) Provide crisis intervention, conduct safety planning, and assist victims to secure resources to increase safety.
- 5) Develop and maintain a case management processes, which ensure that all program requirements are documented and maintained in the required manner.
- 6) Provides assistance to victims that includes arranging referrals for social, economic, vocational, psychological, legal, and medical resources to meet individual needs.
- 7) Accompany and/or transport victims to court, shelter, and/or other community services, as needed.
- 8) Link and/or enroll victims to other anti-human trafficking victim services and/or programs that will provide financial assistance, shelter, and services that will increase their safety and self-sufficiency.
- 9) Develop and implement collaborative response efforts to human trafficking among participating local and regional organizations and law enforcement.
- 10) Conduct follow-up contacts on with assigned victims, collaborating community organizations, law enforcement, and the State/District Attorney's Office.
- 11) Participate in the civil and criminal trial aspects of the crime victim and provide education, support, and intervention during trial exposure times.
- 12) Collaborate with state and federal law enforcement and other human trafficking services and programs to ensure clients safety, the protection of rights and that their immediate needs are addressed.
- 13) Provide training and technical assistance to representatives from local organizations on the basics of human trafficking, empowering them to help in the identification of potential victims.
- 14) Attend meeting conferences, training and workshops, as assigned.
- 15) Perform special projects and other related duties, as assigned.

[QUALIFICATIONS:]

- 1) Associates degree or two years of post-secondary education in relevant field (e.g., Criminal Justice, Human Services, Social Work, Psychology) *Note: Additional years of work experience in a relevant field can be substituted for one year of education.*
- 2) At least one year of professional experience in advocacy, case management, providing direct crisis intervention and/or support and experience in group facilitation and outreach.

- 3) Bilingual in Spanish/English; verbal and written (REQUIRED).
- 4) Knowledge of human trafficking indicators, methods, victims needs and/or resources.
- 5) Knowledge of the fundamentals of working with victims of crime, domestic violence, sexual assault and/or human trafficking.
- 6) Ability to monitor victim/survivor progress and issuing necessary reports; and develop community support and linkages.
- 7) Demonstrated knowledge and ability to work independently and as a team member.
- 8) Proficient computer skills and experience using current versions of Microsoft Office Suite such as Office 365 (Word, Excel, Outlook, etc.).
- 9) Must have ability and willingness to travel and work irregular hours (weekends and evenings).
- 10) Must have own transportation, possess a valid driver's license, and have adequate insurance.

[CONDITION OF EMPLOYMENT:]

Employment with UMOS is contingent upon successful completion of a criminal background check prior to employment.

[WORK ENVIRONMENT:]

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

Physical Demands: 1) employee is frequently required to stand, walk, sit, bend; 2) occasionally required to lift and/or move up to 10 lbs.; 3) frequently required to drive; 4) frequently exposed to moderate temperature generally encountered in a controlled temperature environment and outside setting; 5) noise level in this work is usually quiet to moderate.

Tools & Equipment Used: a) iPads, iPhones, laptop computers, projectors, copy/scanner machine, fax machine; b). various computer software; and c) first aid equipment, fire extinguisher. Usage varies by position.

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