



United Against Human Trafficking

Job Description for the Regional Pathway Coordinator

The Regional Pathway Coordinator will be primarily responsible for influencing and leading collaboration within the Pathway Referral Network (Pathway), building a safe place of support amongst individuals serving survivors of human trafficking, and creating a trusted network of client resources in the Greater Houston Area. The preferred candidate would be an extroverted, warm and empathetic individual.

Desired Experience and Qualifications:

- Education/Experience: The candidate should have a Bachelor's degree from an accredited University with a preferred degree in humanities or social sciences

This person reports directly to the National Pathway Manager.

Qualifications:

1. Preferred case management experience
2. Preferred knowledge in Trauma-informed care and client services for individuals with past trauma/ complex trauma
3. Excellent interpersonal skills
4. Effective project management skills
5. Strong verbal and professional written communication skills
6. Technologically proficient with the ability to learn Salesforce as CRM
7. Strong administrative and organizational skills
8. Ability to interact with diplomacy and tact amid diverse groups
9. Ability to adapt and respond to various situations
10. Valid driver's license and auto insurance
11. Reliable transportation
12. Able to work some nights and weekends

Responsibilities:

1. Cultivate lasting and effective relationships with new and established partner organizations
2. Seek, vet, and map new partnerships with organizations serving survivors of human trafficking
3. Support and lead strategies to engage partners and clients utilizing Pathway
4. Train partner agencies in database implementation and sustainability needs
5. Plan logistics of events, trainings, and workshops in Texas
6. Maintain records and record storage systems of activities, accomplishments, meetings, and member organizations within Salesforce
7. Research past and current articles, journals, and news discussing human trafficking policy, programs, trends, and patterns on a local, state, and national scale
8. Assist UAHT staff with special projects on an as-needed basis and other duties as assigned by the COO or direct supervisor

This position is best filled by a person who is outgoing, people-oriented, and is self-confident. They will continuously re-assess internal and external organizational capacity, the needs of survivors of human trafficking, and anti-human trafficking work in the Greater Houston Area. This person enjoys learning about others, growing their understanding of the community around them, and enjoys taking the initiative to craft highly collaborative opportunities.



General Responsibilities:

Agency Compliance

1. Reports to work consistently and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time
2. Follows instructions; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate persons with an alternative plan
3. Understands agency policies and procedures and effectively adheres to them
4. Maintains appropriate levels of documentation and confidentiality regarding client files, reports, correspondence, personnel, and financial paperwork
5. Understands and adds to the outcomes and progress of departmental goals
6. Attends department, agency-wide staff meetings and other meetings as scheduled
7. Communicates proactively and professionally with peers and stakeholders through phone and email
8. Follows all regulatory requirements for reporting suspected abuse or neglect

Team Relationships

1. Balances team and individual responsibilities; exhibits objectivity and openness to others' views
2. Gives and welcomes feedback
3. Inspires and motivates others to perform well; gives appropriate recognition to others
4. Acts respectfully and supportively towards other team members' efforts
5. Accepts responsibility and willingness to be accountable for work product and professional growth
6. Identifies and resolves problems in a timely manner; works well with group problem solving situations; uses reason even when dealing with emotional topics
7. Displays willingness to make decisions; exhibits sound and accurate judgement; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions

United Against Human Trafficking (UAHT), is an organization whose mission is to end human trafficking through educating the community, preventing exploitation, and empowering survivors. We fight so that all may live free.

UAHT is an equal opportunity employer and provides a number of benefits to qualified employees. Normal business hours are Monday through Friday from 9:00 AM – 6:00 PM, however this is a full-time position requiring flexible hours including evenings and weekends.

To apply for this position, please send a resume and cover letter to hr@uaht.org. To learn more about the organization, visit www.uaht.org.