



## United Against Human Trafficking

### Job Description for the Prevention and Outreach Coordinator

The Prevention and Outreach Coordinator will be primarily responsible for facilitating supportive service groups and trainings while identifying HT and LT victims through Prevention Programs. The Prevention and Outreach Coordinator will support the overall mission of the organization.

#### **Desired Experience and Qualifications:**

Education/Experience: Bachelor's degree required and 3-4 years of experience in the non-profit sector and/or social services. A baseline knowledge of human trafficking both globally and locally a plus. Spanish language skills preferred.

#### **This person reports directly to the Director of Prevention**

#### **Qualifications:**

1. Experienced working with youth and adults from vulnerable populations, i.e., human trafficking victims, foster care youth, residential facilities, rehab facilities, homeless populations, the criminal justice system, at-risk schools, etc.
2. Experienced with building relationships and networking
3. Proven ability to work as a team-player while maintaining positive and professional working relationships
4. Proficient PC skills such as e-mail, MS office, PowerPoint, salesforce, etc.
5. Valid driver's license, with proof of insurance, and reliable transportation required
6. Must be willing to travel outside of the greater Houston region to support expansion efforts through classes and trainings

#### **Responsibilities:**

1. Identifying HT victims and increasing efforts to work with partners and stakeholders in the community to enhance identifying and providing services to potential victims
2. Identifies and coordinates opportunities for collaboration with various organizations, and community service agencies to support programs objectives
3. Refer all victims of HT and LT to client services case management team, including Case Management, Peer Support Services, Alternative Therapy, Counseling, and Real Talk
4. Coordination and facilitation of Family Huddle Programming; providing support to caregivers and family members of those who have experienced the trauma of HT
5. Coordination and facilitation of Real Talk with diverse populations – juvenile detention facilities, CUPS units, adult correctional populations, rehab facilities, foster care agencies, homeless shelters and schools
6. Connecting, Collaborating, and Coordinating service-learning projects with students from high schools and/or universities
7. Collaborating with Collaboration department on facilitation of youth awareness HT-101 presentations and/or parent workshops on an as needed basis
8. Provide innovative ideas of thinking long-term for developing and expanding programs
9. Maintain a working knowledge of significant developments and trends in the field
10. Gain knowledge of human trafficking issues with a specific focus on vulnerable populations.
11. Assist the Prevention Manager with special projects on an as needed basis



## **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](mailto:hr@uaht.org). To learn more about the organization, visit [www.uaht.org](http://www.uaht.org).