

## Indiana Trafficking Victim Assistance Program

### Regional Coalition Coordinator

Status: Full Time/Exempt

Reports To: ITVAP Program Director

Salary: \$40,000 - \$45,000

### **Position Summary:**

The Regional Coalition Coordinator serves as the primary point of contact for identified victims of human trafficking in need of services in the regionally defined area of service for the state. The Coordinator is also the primary liaison with law enforcement partners and other victim services partners and providers in the regional area.

### **Primary Responsibilities:**

- Assist with victim assessments, as needed, and coordinate a plan in collaboration with victims and/or other service providers to meet their specialized needs, coordinate intensive case management and assist all victims in receiving appropriate from community based providers, and coordinate advocate for victims, as needed
- Provide training and education to the community and specific audiences such as law enforcement, service providers, healthcare, youth, education, etc., to raise awareness and increase identification of trafficked youth
- Provides guidance and support for the IPATH Regional Outreach Committee and Victim Service Committee to develop an outreach program to immigrant and domestic populations that would raise awareness and serve as an avenue for the identification of victims of human trafficking
- Collaborate with, train, and coordinate services with other professionals to provide sensitive, specialized, culturally appropriate services to victims of human trafficking
- Chair or be a member of the IPATH Regional Task Force or other trafficking coalition group for the defined area and recruit and maintain involvement and relationships with key community partners
- Grant compliance, data entry, application and report preparation as appropriate
- Facilitate community education events relating to human trafficking
- Attend community meetings and participate in projects as appropriate and/or requested by ITVAP Program Director

**Skills:**

- Ability to work both independently and as a team
- Ability to handle multiple tasks
- Awareness and adherence to confidentiality and boundaries between agencies
- Excellent communication skills (verbal and written)
- Attention to detail in record keeping, partner coordination and documentation
- Excellent organizational skills
- Punctuality and dependability
- Ability to prioritize projects and tasks
- Ability to problem solve and make appropriate decisions in urgent situations
- Participate in professional development events as appropriate

**Required Qualifications:**

- Bachelor's degree in social work, human services, psychology or related field (experience may be substituted for degree in certain circumstances)
- Two or more years' experience in a human services or social services field
- Working knowledge of Microsoft suite including Word, Power Point and Outlook
- Commitment to non-violent and cooperative work environment
- Commitment to providing quality and equitable services to all clients regardless of race, ethnicity, sex, gender identity, religion, age or sexual orientation
- Valid driver's license
- Ability to pass a criminal background check
- Knowledge of community resources
- Must reside in Indiana and within 60 miles of designated region
- Public speaking experience

If you are interested in applying for this position, please send your resume to Josh Varab, [jvarab@indysb.org](mailto:jvarab@indysb.org)