



Job Announcement

Posting Date: March 10, 2021

Position: Anti-Human Trafficking Grant Coordinator

Scope: The Anti-Human Trafficking Grant Coordinator for Transitions Family Violence Services (TFVS) is responsible for the compliance with the rules and regulations administered by the Office of Victims of Crime for the Collaborative Model to Combat Human Trafficking grant. The Anti-Human Trafficking Grant Coordinator will work collaboratively with the agency Program Manager, and Executive Director to successfully measure and adjust the policies, practices, and procedures of the program with staff, volunteers, the Board of Directors, and community partners.

Essential functions: *(Essential functions may include but are not limited to the functions listed below.)*

- Provide leadership and direction for Anti Human Trafficking Program funded by OVC by aiding with the oversight of financial administration, ensuring program staff accomplishes the approved program initiatives and that the stakeholders comply with reporting requirements.
- Ensure compliance with the rules, regulations and reporting requirements administered by OVC.
- Define and implement programmatic policy, procedures, and practices for approval by the Hampton Roads Human Trafficking Task Force, as well as programmatic procedures as approved by the Program Manager and Executive Director.
- Attend the Expansion Hampton Roads Human Trafficking Task Force Committee meetings which will be comprised of case managers, mental and physical health providers, housing providers, substance abuse treatment providers, social services, victim-witness coordinators and translators and will discuss current victims and individualized service plans.
- Participate in Anti-Human Trafficking Housing program grant funded activities and training related to performance measurement.
- Design standardized program participant surveys and evaluation tools for quarterly review.
- Timely implement client related programs including establishment and monitoring of outcomes, routine program evaluation, appropriate staffing, successfully meeting program goals and preparation and timely submission of coordinated grant reports.
- Define and implement appropriate reporting to provide timely, accurate reporting for grant sources, internal management, TIMS and performance evaluations including case records, and statistical information.
- Represent Transitions Family Violence Services at events, presentations, meetings, etc. as requested.
- Advocate for public support for Transitions Family Violence Services programs, legislative changes, contributions, interagency cooperation, etc. Monitor changes in programs, policies, etc. in the community that may impact clients and plans services/advocacy as appropriate.
- Work effectively and efficiently with the other members of the Anti-Human Trafficking team as requested by the Program Manager and Executive Director.
- Other duties as assigned.

Other Functions:

- Other duties as assigned.
- Participate in ongoing professional development and training

Educational Requirements:

- Bachelors required; Masters degree in Social Work Preferred or other human services position preferred
- Experience working in grants financial management, finance, accounting and/or project management.
- Experience working in nonprofit sector preferred
- Experience with clients in crisis/victims of family violence preferred

Required Knowledge, Skills and Abilities:

- Ability to think analytically
- Ability to write and implement program descriptions, implementation plans, and outcome measures
- Ability to work without daily supervision and to manage time effectively
- Knowledge of and experience working with survivors of human trafficking
- Ability to maintain personal and professional boundaries, ensuring that job performance and attitude reflects the philosophy and vision of Transitions.
- Ability to work with residents from different backgrounds and cultures
- Ability to use sound judgment and discretion in working with clients.
- Ability to follow established procedures to maintain client confidentiality for all work conducted on behalf of Transitions.
- Ability to work with colleague's/agency volunteers/interns as a team member.
- Ability to establish and maintain cooperative working relationships with professionals from diverse backgrounds and ability to develop community contacts for resources.
- Detail oriented & strong organizational skills, with the capacity to develop and ensure accurate and timely follow-up as well as documentation.
- Ability to express yourself orally and in writing in a positive manner that well represents Transitions Family Violence Services.
- Ability to produce forms, letters and presentations using computer software to include Microsoft Word, Excel and PowerPoint.
- Must be able to make speeches to large groups
- Ability to operate standard office equipment including desktop personal computer, telephone and fax machine.
- Good driving record, valid driver's license
- Criminal records and CPS check required

Terms: This position is exempt and 40-hour a week. This is a grant funded position and requirements are subject to change.

Evaluation: The annual review will include a written evaluation. Continued employment is subject to employee receiving satisfactory evaluations.

Supervision: This position reports to, and receives operational supervision from the **Program Manager**

Application Process: Submit resume and cover letter to jnelson@transitionsfvs.org. Please, no phone calls or faxes. Successful applicants will be required to submit to background check and DMV report. EEO/Drug Free Workplace and prohibits discrimination and harassment of any kind.

Salary range for this positions is \$35,000- \$38,000 a year, along with benefits including comprehensive healthcare insurance, short-term disability, and paid time-off.

Transitions Family Violence Services is a 501 (c) 3 organization providing free comprehensive services to individuals and families impacted by domestic violence and homelessness in Hampton, Newport News, Poquoson and York County.

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