



Job Posting: April 20, 2021

Position: Anti-Human Trafficking Housing Services Program Specialist

Scope: The Anti-Human Trafficking Housing Services Program Specialist for Transitions Family Violence Services (TFVS) is responsible for leading and managing all aspects of program design, data management, and performance measurement for the Anti-Human Trafficking Housing Program. The Program Specialist will work collaboratively with the agency Anti-Human Trafficking Survivor Advocate, 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.)*

- Define and implement programmatic policy, procedures, and practices for approval by the Board of Directors as well as programmatic procedures as approved by the Executive Director.
- 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, and successfully meeting program goals.
- 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 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
- At least 5-8 years of domestic violence shelter/human services shelter or related experience including program design, and program implementation, and data analytics and reporting.
- 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 colleagues/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 contracted. 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 **Human Trafficking Grant Coordinator**.

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 and Benefits: Competitive salary based on qualifications and experience. Benefits include medical, dental, Paid Time Off (PTO), and a 403(b) retirement plan.

Salary range for this positions is **\$32,000- \$37,000** 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.