



Anti-Trafficking Case Manager/Advocate

This is for a 36 hours/week position for the HRC Ministries Anti-Trafficking Learning Center in Rockford, WA and Advocacy Center in Spokane Valley, WA.

Base Hours: (Days and hours may be subject to change as needed)

Monday–Thursday: 8 am - to 4 pm

Friday: 8 am to 12 pm

Total: 36 hours

FUNCTION: Reporting to the Program Director of the HRC Anti-Trafficking Program, the Case Manager/Advocate will work closely with survivors of sex-trafficking to help with coordinating needed services.

RESPONSIBILITIES AND RELATED DUTIES:

Medical services and doctor appointment coordination
Assist with emergency shelter coordination of referrals
DSHS, Social Security, and Department of Motor Vehicle coordination
Provide advocacy and referral coordination for non-resident's needs
Housing coordination and referral
Assist with crisis management
Psychiatric assessment coordination
Employment Assistance – Social Networking
Coordination of resident transportation and driving to and from appointments
Washington Transit Authority (WTA) bus passes - bus route assistance
Thrift Store clothing and needs coordination
Attend weekly staff meeting
Substance Use Disorder inpatient coordination
Participate in program activity outings as needed (some require travel)
Provide documentation within 24 hours in EMR as appropriate
Attend continued education and trainings as requested and provided for by HRC Ministries
Provide program information to community and national resources
Supervisor is Program Director
Occasionally support director with administrative activities and duties as requested

Flex duties: Teach a class as needed. Other duties as assigned.

QUALIFICATIONS, SKILLS, AND ABILITIES:

- *Preferred bachelor's degree in human services, case management, psychology, or equivalent experience, as well as knowledge of working with people in recovery and handling crisis situations.
- *Experience working in human services with a familiarity and comfort working with trauma survivors.
- *Demonstrated ability to work with Microsoft Office products such as Word, Excel, and PowerPoint.
- *Demonstrated ability to take initiative, exercise independent judgment, prioritize work and manage time effectively in a fast-paced environment with minimal supervision.
- *Demonstrated organizational and planning skills.
- *An ability and willingness to follow policies and procedures.



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*A high level of personal integrity and professionalism, including the ability to work with confidential/HIPPA protected information and knowledge of proper EMR documentation.

***Requires valid driver's license, acceptable driving history, and possible use of personal auto.**

*A personal commitment to the Christian faith and to the mission of HRC Ministries as a Christian nonprofit organization.

*The ability to express empathy and show patience to build trust and rapport with survivors through a trauma informed lens.

*Acceptable background check.

* Maintain CPR certification (must be CPR certified within 90 days of employment)

*Complete Trauma Care Certification Course within 30 days of employment (provided by HRC)

Compensation will be discussed during interview with qualified applicants.

HRC Ministries is a 501(c)3, charitable, non-profit, Christian organization. HRC Ministries has an organizational religious exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964, as amended, concerning religious discrimination in employment. We further reserve the right to discriminate or designate certain positions when a bona fide occupational qualification exists. It is the policy of HRC Ministries to grant equal opportunities for employment to all qualified individuals and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex or disability.