

Job Title	Outreach & Prevention Coordinator
Employer/ Agency	United Against Human Trafficking
Job Description	<p>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.</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> 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 <p>General Responsibilities:</p> <p>Agency Compliance</p> <ol style="list-style-type: none"> 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

	<p>scheduled</p> <ol style="list-style-type: none"> Communicates proactively and professionally with peers and stakeholders through phone and email Follows all regulatory requirements for reporting suspected abuse or neglect <p>Team Relationships</p> <ol style="list-style-type: none"> Balances team and individual responsibilities; exhibits objectivity and openness to others' views Gives and welcomes feedback Inspires and motivates others to perform well; gives appropriate recognition to others Acts respectfully and supportively towards other team members' efforts Accepts responsibility and willingness to be accountable for work product and professional growth Identifies and resolves problems in a timely manner; works well with group problem solving situations; uses reason even when dealing with emotional topics 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.
Qualifications	<ol style="list-style-type: none"> 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. Experienced with building relationships and networking Proven ability to work as a team-player while maintaining positive and professional working relationships Proficient PC skills such as e-mail, MS office, PowerPoint, salesforce, etc. Valid driver's license, with proof of insurance, and reliable transportation required Must be willing to travel outside of the greater Houston region to support expansion efforts through classes and trainings
Salary/Hours	<p>Monday through Friday from 9:00 AM – 5:00 PM However, this is a full-time position requiring flexible hours including some evenings and weekends. Salary: \$40k-\$45k</p>
Address	PO Box 541184
City, State, Zip	Houston, TX 77254
Contact Person	Human Resources
Telephone Number	713-874-0290
Email Address	hr@uaht.org
Application Method	To apply for this position, please send a resume and cover letter to hr@uaht.org
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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