

Job Title	Senior Counselor – Anti-Human Trafficking (Grant Funded)
Employer/ Agency	Mayor’s Office of Human Trafficking and Domestic Violence
Job Description	<p>DESCRIPTION OF DUTIES / ESSENTIAL FUNCTIONS</p> <p>The Mayor’s Office of Human Trafficking and Domestic Violence is nationally recognized for our comprehensive, municipal-level trafficking response. Mayor Sylvester Turner expanded our office in 2020 because of the need to advance the same systems-level approach to domestic violence we brought to the trafficking space. Our vision is to intertwine Houston’s trafficking and domestic violence response into our city’s institutional fabric to address these two forms of gender-based violence. Our direct services anti-trafficking program is unique because of our bridge to the city’s homeless system and our bi-directional case management system that connects the shelter space to the hospital space.</p> <p>We are hiring a Senior Counselor – Anti-Human Trafficking to join our dynamic, diverse, and innovative team. The Senior Counselor will screen and assess confirmed and potential victims of human trafficking (sex and labor) based on public health referrals, provide direct services including intensive case management, shelter and housing support, and expedited medical and mental health referrals, make community-based referrals, and guide victims toward economic empowerment, self-sufficiency, and financial independence. Ideal candidates succeed in a fast-paced environment, are solutions-oriented and results-driven though not afraid to ask for help, act with integrity, honesty, and character, are grounded and resilient in the face of challenges, and excel in a workplace culture that is team- and service-oriented, where expectations are high, and opportunities are provided for professional growth.</p> <p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Interviews, screens and assesses referred clients for confirmed or potential human trafficking victimization to enroll in program located at partner shelter. • Evaluates needs and concerns using trauma-informed principles (TBRI), provides intensive case management and crisis counseling, and navigates services landscape to make appropriate community-based referrals to meet victims’ holistic needs. • Advocates in the client’s best interest throughout their service plan and finds forward-thinking solutions with social service partners to expedite resources for clients. • Coordinates with shelter and housing partners to place victims in crisis, ensure housing intake is performed, expedite processes toward potential longer-term housing, advocate on client’s behalf with landlords, and perform best efforts to help client maintain housing. • Refers clients for expedited medical and mental health services to hospital-based sub-contractor case manager, ensures open and transparent

communication, and works together with hospital-based case manager to serve clients' holistic needs.

- Collaborates with in-house workforce agency to help victims achieve financial independence and self-sufficiency through entrepreneur, job match, and info. session workforce tracks.
- Serves partner victim service agencies by providing resources, technical assistance where needed, and access to capacity-building resources.
- Maintains accurate and updated client records using VSTracking, participates in regular program and financial audits, and ensures timely reports are submitted when requested by the Director.
- Protects client confidentiality in handling personally identifiable information and records revealing victimization by following established and in-house policies and procedures.
- Excels in maintaining existing partnerships and expanding relations with the social services community to ensure clients' emergent needs are met.
- Moderate physical activity required (i.e., large-scale disaster shelter outreach, emergency food distribution, etc.) if office responding to an emergency disaster with the potential to increase vulnerability of clients and trafficking victimization of citizens.
- Prepares and delivers presentations on Houston's unique services platform for community and social service partners.
- Ability to travel between multiple locations.
- Performs all other duties as given.

ESSENTIAL ATTRIBUTES/SOFT SKILLS:

- Maintains professional boundaries, acts with integrity and maturity, and advances transparency and accountability in serving clients, as part of the Mayor's Office of Human Trafficking and Domestic Violence, and as part of Mayor Turner's administration.
- Organized and prompt.
- Can-do attitude with ability to navigate client crises.
- Confident: polished and well-spoken, with political and cultural awareness and sensitivity, and open to developing relationship and management skills.
- Motivated: high sense of integrity and dependability, with a strong sense of urgency.
- Articulate: ability to organize and translate tasks into clear updates.
- Team Player: ready to jump in where needed, able to see strengths instead of weaknesses in self and in teammates.
- Balanced: able to adapt to a high-paced environment and manage workplace stressors.
- Maturity and growth: has to be interested in professional growth demonstrated by the ability to accept feedback.
- Mid- to high-degree of self-awareness and emotional intelligence.
- Driving is an essential function of the job.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air

<p>Qualifications</p>	<p>conditions.</p> <p>MINIMUM REQUIREMENTS</p> <p>EDUCATION REQUIREMENTS Requires a Bachelor's degree in a social or behavioral science, such as Sociology, Psychology, Social Work or Counseling.</p> <p>EXPERIENCE REQUIREMENTS Three years of professional experience in counseling, or related social services work are required. A Master's degree in a social or behavioral science may substitute for two years of the experience requirement.</p> <p>LICENSE REQUIREMENTS A valid Texas Driver License and compliance with the City of Houston's policy on driving (AP 2-2).</p> <p>PREFERENCES <i>**Preference shall be given to eligible veteran applicants provided such persons possess the qualifications necessary for competent discharge of the duties involved in the position applied for, such persons are among the most qualified candidates for the position, and all other factors in accordance with Executive Order 1-6.**</i></p> <p><i>Preference will be given to applicants that possess:</i></p> <ul style="list-style-type: none"> • <i>Proven experience working with this population, crisis and case management experience.</i> • <i>Ability to communicate with staff with all levels of training and experience.</i> • <i>Ability to communicate clearly and effectively, both verbally and in writing.</i> • <i>Bilingual (English/Spanish).</i> • <i>Strong database management and record keeping skills.</i> • <i>Medium level proficiency in information management systems, including Microsoft Dynamics 365, Microsoft Office, SharePoint, Salesforce, with an ability to quickly grasp specialized database programs.</i> <p>GENERAL INFORMATION</p> <p>SELECTION / SKILLS TESTS REQUIRED All applicants should provide a resume and cover letter.</p> <p>SAFETY IMPACT POSITION YES If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</p> <p>GRANT FUNDED Grants & Special Funded positions are dependent upon continued available funds. If funding is no longer available, employees may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.</p>
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	<p>SALARY INFORMATION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.</p> <p>PAY GRADE: 22</p>
Salary/Hours	<p>\$2,048.00 Biweekly</p> <p>Workdays & Hours: MONDAY – FRIDAY 8:00 AM – 5:00 PM* *Subject to Change</p> <p>The city offers a competitive benefits program, including competitively priced health coverage and a defined contribution pension plan.</p> <p>Benefits include:</p> <ul style="list-style-type: none"> • Medical • Dental • Vision • Wellness • Life insurance • Long-term disability • Retirement pension • 457 deferred compensation plan • Employee Assistance Program • 10 days of vacation each year • 10 city holidays, plus one floating holiday • Flexible schedules • Professional development opportunities • Transportation/parking plan • Section 125 pretax deductions • Dependent Care Reimbursement Plan • Healthcare Flexible Spending Account <p>For plan details, visit http://www.houstontx.gov/hr/benefits.html</p>
Address	900 Bagby Street, Houston, TX 77002* * Subject to Change
City, State, Zip	Houston, TX 77002* * Subject to Change
Contact Person	Minal Patel Davis, Director
Telephone Number	Office: 832-393-0977 Cell: 832-596-9965
Email Address	minal.davis@houstontx.gov
Application Method	<p>APPLICATION PROCEDURES</p> <p>Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during active posting period.</p> <p>Applications must be submitted online at: https://www.governmentjobs.com/careers/houston/jobs/3453705/senior-counselor-grant-funded.</p>

To view your detailed application status, please log-in to your online profile by visiting: <http://agency.governmentjobs.com/houston/default.cfm> or call (832/393-0204).

If you need special services or accommodations, call (832/393-0204). (TTY 7-1-1)
If you need login assistance or technical support call 855-524-5627.

Due to the high volume of applications received, the Hiring Department will contact you directly, should you be selected to advance in our recruitment process.

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

EEO Equal Employment Opportunity

The City of Houston is committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, genetic information, veteran status, gender identity, or pregnancy.

Opening Date

Applications accepted from 3/7/2022 to 3/24/2022 (11:59PM Central)

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.