



CATHOLIC CHARITIES  
DIOCESE OF PALM BEACH, INC.  
*providing help • creating hope*

# About Us

## Anti Human Trafficking Victim Advocate - English/Spanish

**Title:** Anti-Human Trafficking Victim Advocate

**Department:** Bakhita Empowerment Program (Anti-Human Trafficking)

**Hours Worked:** 37.5 hours/week

**Reports to:** Anti Human Trafficking Program Administrator

**Supervises:** None

**FLSA Status:** Exempt

**Location:** Riviera Beach, FL

**Essential Duties and Responsibilities:**

- Provide an immediate response to the needs of human trafficking victims in Palm Beach County by responding to calls from the local hotline number. (20%)
- Conduct human trafficking screenings to determine eligibility for services. (10%)
- Assess the immediate needs of victims, and coordinate services accordingly. (23%)
- Network with partner agencies to refer services and collaborate with Catholic Charities programs in the provision of victim services (15%)

- Support the human trafficking client through the investigative and prosecutorial process by providing emotional support, accompaniment, and transportation to meetings/interviews. (25%)
- Represent Catholic Charities on the Human Trafficking Task Force. (2%)
- Attend PBC Human Trafficking Coalition meetings. (5%)

### **Qualifications:**

- Must have a Bachelor's Degree
- Three or more years of experience in providing direct social services to victims of violence and/or trauma, preferably to survivors of human trafficking, domestic violence, sexual assault and/or torture.
- Strong interpersonal and organizational skills and excellent verbal and written communication skills are required
- Must be bilingual English/Spanish
- Ability to function as part of an interdisciplinary team.
- Knowledge of community social service resources and local job market
- Computer skills. MS office and database management.
- Ability to communicate professionally with applicants, service providers, co-workers and supervisors.
- Common sense and good judgment in handling day-to-day matters without direct supervision.
- Ability to forge mutually respectful partnerships with supervisor, co-workers, and clients with an understanding and sensitivity to cultural differences. This sensitivity includes, but is not limited to, characteristics of specific cultural and ethnic groups, religious, various socio-economic groups and those living alternative lifestyles.
- Ability to work independently, set priorities, and make decisions with minimal supervision.
- Ability to follow directions and instructions from a supervisor.
- Organized, self-starter, punctual, honest, courteous, and self-controlled.
- Knowledge and support of Catholic Social teaching.
- Florida driver's license and excellent driving record.
- Professional telephone manner, interpersonal skills, and the ability to respect confidentiality. Exercise discretion and good business judgment.
- Ability to work effectively with Diocesan employees, pastors, departments heads, representatives of other agencies, and the general public.
- Ability to multi-task, work independently, makes responsible judgment calls, and work with others in a team setting.
- Ability to work irregular hours, willingness to travel throughout the Diocese of Palm Beach to fulfill job requirements, and willingness to respond to emergency situations without notice.
- Must have a valid Florida driver's license, excellent driving record, and vehicle.
- Familiarity with various aspects of the legal system.
- Experience working with vulnerable populations.
- Understand and practice a trauma-informed response.

- Must have prior victim service experience.

**Physical and Environmental Requirements:**

- Occasional light lifting and carrying of under 15 pounds, moderate carrying and lifting of 15 – 44 pounds
- and frequent use of both hands and fingers (i.e. typing).
- Occasional ability of minimal hearing (i.e. driving) and routine hearing (i.e. listening to others in conversation).
- Work requires specific visual abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.