



Delores Barr Weaver Policy Center Position Description

Position Title: Survivor Mentor

To apply, send resume and cover letter to careers@seethegirl.org, with subject line "Survivor Mentor."

Purpose of Position

The Survivor Mentor works as part of a team that includes Regional Advocates, Clinicians, and other Survivor Mentors to provide survivor-centered services to victims/survivors of human trafficking. The individual in this position will serve as first responder and provide immediate crisis intervention and mobile direct services support to the victim/survivor as needed. The Survivor Mentor intervention is designed to increase the opportunity of establishing a bond with a safe, caring person who understands what the victim is experiencing due to shared lived experiences.

Essential Functions

- Work as part of a team to develop purposeful connections with individuals receiving services and their families/caregivers
- Complete individual assessments to ensure victims/survivors receive a comprehensive, trauma-informed, culturally-competent direct services plan that meets individual needs
- Works collaboratively with other members of the First Responder Network to ensure that the needs of victims are met
- Provide care management, including coordinating emergency legal assistance or mental health assistance and making referrals to appropriate community resources, as needed by individuals receiving services
- Travel throughout Duval, Clay, Baker, Nassau, and St. John's Counties to provide services and/or connect with victims/survivors in homes, schools, detention facilities, community agencies, and other locations as needed
- Advocate for victims/survivors needs alongside and/or on behalf of victims/survivors and their families in courts, schools, and other systems
- Provide compassionate access to victims/survivors and families in times of crisis
- Verify victims' eligibility for services/benefits based on individual situations
- Document interventions as required by internal policies & procedures to comply with HIPAA and contractual demands and to meet research needs
- Inform research and strategic advocacy agendas by elevating victim's/survivor's voices and stories to Policy Center leadership
- Participate in DBWPC and Programming Team staff meetings and decision-making processes
- Provide 24-hour, on-site crisis response for calls to Open Doors 24-Hour access line

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions listed above.

Secondary Functions

- Support DBWPC programs and events

Required Knowledge, Skills, and Abilities

Organizational:

- Understanding of Girl-Centered Principles – Understands girl-centered principles and is willing to grow in knowledge of these principles
- Growth-Mindset – Receptive to feedback, willing to learn, embraces reflective practice
- Solution-Oriented – Brings possible solutions when presenting obstacles or challenges to supervisor
- Collaborative – Seeks input and buy-in from girls, colleagues, and external partners, as appropriate

Individual:

- Knowledge of the impact and dynamics of sexual exploitation on youth
- Knowledge of Florida Safe Harbor laws
- Knowledge of resources available to victims/survivors in Duval, Clay, Nassau, St. Johns, and Baker counties; or demonstrated ability to develop resource networks
- Experience navigating the juvenile justice and child welfare systems
- Experience in emergency response and crisis management

Supervisory Responsibility

This position may supervise volunteer interns.

Work Environment/Physical Demands

This position operates in multiple environments, including professional offices, locked detention facilities, schools, and community sites with varied levels of accessibility. This role routinely uses standard office equipment such as computers and phones and transports supplies such as books, art materials, and food.

Position Type/Expected Hours of Work

This is a full-time position and requires a regular on-call rotation responding to the Open Doors 24-Hour Access Line. While on-call, the individual filling this position must be able to respond on-site to crisis situations at any hour of the day. In addition, the nature of the work often requires employee engagement outside of traditional office hours, even when the individual employee is not on call.

Travel

This position requires daily travel throughout the Jacksonville metro area and surrounding counties and occasional travel throughout the state of Florida.

The individual who fills this position must have a valid driver's license and will be required to maintain minimum personal auto liability insurance while employed with the Policy Center.

Required Education and Experience

- Survivor of sexual exploitation/trauma with 3-5 years of recovery

Individuals with an equivalent combination of education and experience may be considered for the position.

Preferred Education and Experience

- Background in social services

Work Authorization/Screening Requirements

DBWPC participates in E-Verify. Upon offer and acceptance of employment, the Policy Center will provide the federal government with the hired individual's Form I-9 information to confirm that the individual is authorized to work in the U.S.

The employee who fills this position is required to complete fingerprint-based AHCA Clearinghouse background screenings for the Florida Department of Juvenile Justice (Caretaker) and the Florida Department of Children and Families (Mental Health.)

AAP/EEO Statement

The Delores Barr Weaver Policy Center is committed to building a diverse staff that reflects the populations served by its programs. We strongly encourage applications from qualified individuals of color and qualified individuals who identify as lesbian, gay, bisexual, transgender, and/or gender non-conforming.

DBWPC, Inc. is an equal opportunity employer and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, religion, national origin, gender, sexual orientation, gender identity, gender expression, marital status, age, veteran status, physical or mental disability, or otherwise as may be prohibited by federal and state law. DBWPC, Inc. complies with applicable federal, state, and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Other Duties

This job description is not intended to contain a comprehensive listing of the duties and responsibilities that are required of the employee who fills this position. Duties and responsibilities may be adjusted at any time to best fit the needs of the Policy Center.

Application Submission

Send resume and cover letter to careers@seethegirl.org, with subject line "Survivor Mentor."