

**Position Title:** Regional Advocate I– Open Doors Outreach Network

**FLSA Classification:** Exempt

**Job Family:** Open Doors

**Reports to:** Director Model Programming

### **Purpose of Position**

The Regional Advocate I ensures that each victim/survivor that is identified and referred to the Open Doors Outreach Network has access to a comprehensive set of support services by providing consultation, support and community advocacy throughout the Northeast Florida region. The Regional Advocate 1 serves as the primary point of contact with the local community and is the point person on the outreach team regarding any and all services to be accessed by victims/survivors served by the team. The Regional Services Advocate I also ensures that the Open Doors Outreach Network that the Delores Barr Weaver Policy Center meets federal, state, and local requirements set by grants and other funding streams.

### **Essential Functions**

- Develop relationships with service providers, law enforcement, governmental agencies, clinicians, etc. to create pathways for victims/survivors and their families to access needed supports and services
- Provide guidance and training on regional resources to Policy Center staff, individuals receiving services, and community partners
- Works alongside team to utilize the Open Doors guidelines to assess the victim’s needs and uses their in-depth knowledge of the services and benefits available to verify victim’s eligibility for services/benefits.
- Helps to provide skills training to other direct service providers, including paid staff and volunteers, so that they are better able to offer quality, trauma informed care, direct services and know the signs of trafficking and how to provide an appropriate intervention.
- Helps with providing training for direct service providers throughout the region on best practices in responding to the unique needs of victims/survivors of sex trafficking
- Helps with providing training to regional stakeholders on identifying victims/survivors of sex trafficking and making appropriate service referrals
- Along with the team, complete individual assessments to ensure victims receive a comprehensive, trauma-informed, culturally-competent direct services plan that meets the individual needs of the victim/survivor
- 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
- Work as part of a team to develop purposeful connections with individuals receiving services and their families/caregivers
- Travel throughout Duval, Clay, Baker, Nassau, and St. John’s Counties to provide services and/or connect with stakeholders in homes, schools, detention facilities, community agencies, and other locations as needed

## **Position Description**

- 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
- 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
- Fulfill other duties as assigned based on program and girl's needs.

### **Secondary Functions**

- Supervise volunteer interns
- 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 trauma informed service delivery
- Knowledge of Florida Safe Harbor laws
- Ability to solve complex, practical problems and effectively deal with complex variables in situations where limited standardization exists
- Knowledge of resources available to victims/survivors in Duval, Clay, Nassau, St. Johns, and Baker counties; or demonstrated ability to develop resource networks
- Demonstrated ability to document interventions appropriately and on deadline
- Experience navigating the juvenile justice and child welfare systems
- Experience in emergency response and crisis management

### **Supervisory Responsibility**

## Position Description

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, including climbing different number of stairs. This role routinely uses standard office equipment such as computers and phones and transports supplies such as clothes, books, art materials, and food, expecting to occasionally pick-up, up to 15 lbs.

This position often requires repetitive hand and wrist motions, moving around from place to place to accomplish tasks, while stooping or stretching. This position requires remaining stationary in a sitting or standing position occasionally. This is a highly communicative position, requiring constant communication to exchange messages with clients, staff and community members. This position requires a constant ability to assess the level of accuracy, neatness and thoroughness of the work assigned.

### **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 of \$100,000/\$300,000 while employed with the Policy Center.

### **Required Education and Experience**

- 3 to 5 year's related experience
- Master's Degree in Social Work or related field
- Individuals with an equivalent combination of education and experience may be considered for the position, such as Bachelor's degree in other area and three years of relevant experience

### **Preferred Education and Experience**

- Valid Florida License in Mental Health Counseling, Social Work, or related field

### **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.

If you are interested in applying for this position, please send your resume to [Careers@seethegirl.org](mailto:Careers@seethegirl.org)