



Position Title: CSEC Program Coordinator
Exempt/Non-Exempt: FT Exempt
Title this Position Reports to: Director, Community Programs

Job Summary:

The CSEC Program Coordinator supports Dee Norton's anti-trafficking efforts through community collaboration, training and case coordination. This position assists with the development and implementation of activities of the IMPACT Project, the goal of which is to improve the multidisciplinary response to child trafficking. The CSEC Program Coordinator conducts outreach and engagement of community partners in a coordinated and comprehensive response to youth at high risk for and/or victims of commercial sexual exploitation and trafficking, and delivers specialized training on trafficking to multidisciplinary professionals. This position also engages in multidisciplinary case coordination for referrals made to Dee Norton's IMPACT Project.

Job Details:

Case Coordination

- Ensure that high-risk youth receive a coordinated community response, with the client needs at the center of all multidisciplinary services.
- Work closely with multidisciplinary partners in the management of cases referred to the IMPACT program to reduce duplication of services and to streamline service delivery.
- Manage, monitor and document case activity related to individualized care plans and treatment progress for youth in the IMPACT program.
- Provide expert consultation to multidisciplinary professionals on CSEC, trafficking and related issues.
- Act as a liaison between Dee Norton and its community partners involved in cases of CSEC/trafficking, and serve as a primary contact and Dee Norton representative in community relations involving coordination of CSEC/trafficking services.
- Participate in MDT case staffings for CSEC/trafficking youth.
- Provide crisis support, safety assessment and/or other victim advocacy directly to high-risk youth, as needed and when appropriate.

Program Coordination

- Develop and implement outreach strategies to identify and engage relevant community resources/agencies in the activities of the IMPACT Project.
- Coordinate, plan and deliver trainings on CSEC, trafficking and our community response to these youth for multidisciplinary professionals.
- Work with the Director of Community Programs to identify and address gaps and/or duplication of CSEC/trafficking services in the community.
- Assist with the development, implementation and ongoing activities of the IMPACT Project.
- Gather, maintain and document metric/data necessary for program evaluation and for Dee Norton to meet any grant requirements.

Other Responsibilities

- Adhere to Dee Norton's Vision, Mission and Core Values.
- Attend appropriate training workshops and conferences.
- Ensure direct supervisor and/or the Executive Director is knowledgeable about any issues that impact the safety, functioning and management of Dee Norton.
- Attend departmental and organizational meetings.
- Meet any other needs as identified by the Executive Director and/or Leadership Team.
- Abide by federal and state confidentiality and privacy requirements, as well as all Dee Norton

- Policies and Procedures.
- Abide by and meet all grant requirements and objectives.
 - Participate in a minimum of four public awareness programs and/or fund raising events annually on behalf of Dee Norton.

Requirements:

Background Experiences

- Bachelor's Degree required, Master's degree preferred in social work, public health or other relevant social service field
- At least two years experience in program coordination and development which includes collaboration with community based organizations and across multidisciplinary teams/systems
- Working knowledge of community resources in the Lowcountry area
- Experience in public speaking and conducting presentations/trainings preferred.
- Other combinations of experience and education that meet the minimum requirements may be substituted.

Knowledge, Skills and Abilities (KSAs)

- Understanding of child abuse dynamics, commercial sexual exploitation and current trends in the field of child maltreatment.
- Demonstrated ability to excel in interpersonal communication and public speaking
- Demonstrated ability in to work as a team member with a commitment to collaborative work; strong networking skills
- Demonstrated ability to manage complex and time-sensitive case issues; flexibility and strong problem-solving skills
- High quality written and verbal communication skills.
- Strong organizational skills with a demonstrated ability to manage projects and events from conception through completion.
- Strong computer skills with knowledge of Excel, Word, Outlook, and PowerPoint.
- Ability to work independently, be self-directed and to take initiative.
- Ability to work well in multicultural teams and with diverse constituencies.

Competency Profile/Core Values Alignment

- Contribute to an environment of trust and mutual respect
- Maintain a high level of personal responsibility and ownership
- Ability to work as a team member with a strong commitment to collaborative work with both internal and external partners.
- Demonstrated ability to establish and promote positive professional relationships, and actively contribute to creating a highly cooperative work environment.
- Desire to continually improve, seek learning opportunities and increase individual and organizational capacity.
- Ability to take initiative and manage multiple responsibilities with changing priorities and meet deadlines.

Physical Requirements:

In this position an employee is frequently required to stand, walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 15 lbs. Must be able to work on a computer and/or telephone for extended periods of time.

Employee Conduct:

It is the responsibility of every employee at Dee Norton to contribute to a positive work environment through: teamwork, positive, honest and effective communication, and professional interactions with co-workers, volunteers, clients and community partners.