

## **Job Description: Commercially Sexually Exploited Youth and Family Advocate**

This position will be focused on working with youth who have been verified as or suspected of being victims/survivors of Commercial Sexual Exploitation (CSE). The primary responsibilities of this position will be providing supplementary comprehensive care plan services to the identified youth. The CSE Youth and Family Advocate will be entrusted with a tremendous amount of autonomy and will be required to use good judgment when conducting direct advocacy and case management services throughout the respective county/counties. This position involves coordinating, facilitating, and consulting with the Dependency Case Manager, Juvenile Probation Officer (JPO), Child Protective Investigator(s) (CPI), and/or assigned guardian/custodian.

### Tasks and Responsibilities:

- Collaboration with child and caregiver/custodian/guardian.
- Correspond with caregiver/custodian/guardian regarding outcomes of youth appointments. Monitor and report progress.
- Assist with transportation to youth's appointments and court hearings/staffings.
- Advocate on behalf of the best-interest of the child.
- Ability to partner across the organization with multiple departments through the exchange of data, information, and frequent communication.
- Serve as a role-model and mentor to youth.
- Schedule and facilitate a monthly multi-disciplinary team (MDT) staffing.
- Facilitate a weekly check-in call (and/or visit as appropriate) with the youth at a scheduled time.
- Provide a weekly update to the child's multidisciplinary team (GAL, AAL, Mentor, DCM, Courtesy Case Manager)
- Regularly communicate with the child's Therapist regarding treatment progress.
- Complete Monthly Progress Note.
- If applicable, complete daily and weekly review of Client Notes and provide recommendations to residential providers or involved parties
- Conduct a weekly debriefing with caregiver/guardian/custodian to gauge overall compliance, interactions with siblings/peers, and demeanor.
- If applicable, conduct a weekly review of Medication Logs. Consult with caregiver/guardian/custodian and youth for possible side effects.
- Manage a Comprehensive Care Plan for each CSE youth.
- Other duties as assigned.

### Community Liaison:

- Establish and maintain professional relationships with community partners.

### Program Development:

- Regularly attend approved trainings involving human trafficking, domestic violence, foster care, mental health issues, crisis intervention, or child welfare related issues.

#### Qualifications:

- Bachelor's degree in social work or related field of study and two years' experience working with children or an Associates degree and four years' experience working with children. Eligible to work in the United States.
- Preferred: A minimum of 1 year of experience working with youth and sensitivity to the needs of sexually exploited youth.
- A minimum of 1 year of experience working with mental health related issues, complex trauma, substance abuse, court involved youth, domestic violence, HIV/AIDS, child welfare related issues, and/or crisis intervention techniques.
- Knowledge of community social service resources.
- Demonstrated ability to facilitate small groups and workshops.
- Ability to work a minimum of three (3) evenings a week as needed.
- Willingness to travel throughout respective county/counties to fulfill job requirements based on the youth's needs or location.
- Certified in Child/Adult CPR and First Aid
- Preferred: Bilingual English/Spanish

#### Other Requirements:

- Due to the nature of the job duties, CSE Youth and Family Advocate must have personal transportation allowing for transport of others. All employees who drive for work purposes must have and maintain a valid driver's license for state of residency, have a driving record that permits coverage under the corporate auto liability policy, and complete the agency's driving approval process before driving for work. If driving a personal vehicle for work purposes drivers must also have personal auto liability coverage (\$100,000/\$300,000 limits). Employees are not to drive for work purposes until they have received written authorization to do so.
- Must complete 40-Hour State-Approved CSEC Curriculum.
- Bloodborne Pathogens training is required on first day of employment and annually thereafter.
- Must complete mandatory Department of Children and Families Trainings within the first 3 days of employment and annually thereafter.
- Provides emergency first-aid, as needed, and must have and maintain standard first-aid/CPR certification.
- Must pass criminal and civil records history background check.

#### Working Conditions:

- May require working and providing services at various locations other than program site (i.e., school, restaurants, residential facilities, etc.,) and may, therefore, be exposed to environments not under agency control (i.e., second-hand smoke, varying hygiene practices, etc.).