

**Nationalities Service Center – Job Announcement**

**Anti-Human Trafficking Case Manager**

**Position Overview**

The Anti-Human Trafficking Case Manager position will provide case management services to foreign national victims and survivors of human trafficking within NSC’s service area. The position will deliver the highest level of case management services through effectively determining eligibility, assessing needs, identifying resources, making referrals, following up, and documenting client interactions and proactively supporting clients’ goals.

The Anti-Human Trafficking Case Manager position has internal contacts with NSC staff and external contact with clients, visitors, representatives of other social services agencies, and the community. This position has access to sensitive NSC and client information and is expected to handle such information with integrity and professionalism. This position is expected to represent NSC in a professional manner.

This position will report directly to the Anti-Trafficking Program Manager and participate in department and agency sponsored activities as necessary.

**Essential Functions**

1. Provide case management services to foreign national victims and survivors of human trafficking. This includes:

* Eligibility determination
* Intake, needs assessment and service planning
* Orientation of new clients
* Securing resources and services related to safety, housing, health, legal, social, employment and other needed services
* Administration of direct service funds including all applicable recordkeeping
* Communicating with third parties, such as employers, law enforcement and others
* Maintaining accurate, timely and orderly case and database records
* Advocating on behalf of clients

1. Conduct all activities within the funders’ and NSC’s guidelines.
2. Meeting reporting per grant requirements.
3. Actively participate in case review meetings and other department, agency, community and provider meetings, as needed.
4. Maintain and keep current client case files and track other case related documentation.
5. Conduct outreach and facilitate trainings to communities and various stakeholders which include but are not limited to: health clinics, legal service providers, social service providers, faith-based organizations, community-based centers, and other locations frequented by immigrants
6. Attend workshops, webinars, and/or engage in professional working groups relevant to working with this population and as necessary to maintain professional knowledge and licensure.
7. Adheres to NSC’s guidelines, policies, and procedures, and ensures the appropriate handling of confidential information
8. Other duties or projects as assigned within the scope of position expectations

**Knowledge, Skills, and Abilities**

* Understands NSC’s mission, vision, values, programs and services, and strategic plan.
* Knowledge of human trafficking situation nationally and locally and understands the issues that are faced by foreign national victims and survivors of human trafficking.
* Knowledge of community resources and benefits that impact and/or benefit foreign national victims and survivors of human trafficking.
* Have background knowledge of trauma-informed model/practice.
* Possesses excellent interpersonal skills as demonstrated by the ability to interact effectively with individuals from diverse cultural and language backgrounds.
* Strong organizational and time management skills are required.
* Ability to multi-task and problem solve under pressure.
* Have strong written and verbal communication skills.
* Proven ability to work effectively both independently and collaboratively as a part of a team.
* Must be proficient in Microsoft Office, PowerPoint and Excel.
* Willingness to travel within 100 miles of Philadelphia.

**Experience, Education, and Licensure**

**Minimum Experience**: 2+ years of case management experience working with human trafficking survivors or survivors of other traumatic crimes.

**Minimum Education:** Master’s degree from an accredited college or university in social work or related field of study. Master in Social Work is strongly preferred.

**Level of Language Proficiency**: Fluency in oral and written Spanish is required.

**Licensure:** Valid drivers’ license with access to reliable transportation or eligible for shared auto program.

**Compensation:** The position is full-time. Salary is commensurate with experience.

**How to Apply**

Application deadline is **June 1, 2018**. Please email detailed letter of interest and résumé to [jobs@nscphila.org](mailto:jobs@nscphila.org). Please no phone calls.

NSC does not discriminate in employment because of age, sex, race, religion, national origin, and sexual orientation or for any reason not relevant to the qualifications of the position.