



COVENANT HOUSE PENNSYLVANIA JOB DESCRIPTION

Position Title: Survivor Advocate

Reports to: Associate Program Director

Date: September 2019 **Status:** (Part-time) Non-Exempt

Overview: *To support the agency's anti-human trafficking initiatives, including staffing the Philadelphia Anti-Trafficking Coalition and other federal, state, and local collaborations, conducting trainings and speaking publicly about human trafficking, and informing/supporting outreach conducted by CHPA to better engage trafficking survivors.*

Responsibilities and Essential Duties:

- Help facilitate human trafficking trainings with youth.
- Must be comfortable with presenting and sharing your story.
- Provide ongoing support to the Anti-Human Trafficking Coalition.
- Support agency/human trafficking advocacy efforts.
- Identify where the existing service continuum adequately meets the needs of survivors and where it does not.
- Identify potential referral partners or other strategies to grow the service continuum where there are unmet needs.
- Execute those strategies to enhance the continuum of services available to trafficking survivors by increasing the number of referral agencies.
- Facilitate PATC meetings and growing relationships with PATC members, existing providers within the continuum, and new providers who could offer necessary and unavailable services to trafficking survivors.
- Develop and maintain relationships with outside agencies, organizations and committees concerning program and client-related issues.
- To make contact with youth on the street or in other unsafe situations and deliver street based services such as counseling, emergency referrals, basic needs (e.g. food, blankets, or clothing).
- Accurate and timely completion of all status and grant related reporting and documentation.
- Ensure responsible allocation and documentation of petty cash and resources in accordance with agency policies and procedures.
- Be flexible to meet the changing needs of the youth we serve.
- Participate in the development of program resources for the population served.
- Exhibit professional behavior in all interactions with staff and youth.
- Any other duties assigned by management staff.

Knowledge and Skills:

Excellent communications, strong desire to work with at-risk adolescents and human trafficking victims; ability to handle physically and emotionally challenging situations; and excellent assessment and judgement related to this field.

Americans with Disability Specifications:

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Receipt and Acknowledgment

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Agency and the Corporation

Print Employee Name: _____

Employee Signature: _____ Date: _____