Human Trafficking Case Manager (Bilingual Spanish) – Position Summary

The Human Trafficking Case Manager, who must be bilingual in Spanish and English, is an exempt, full-time position funded by a 2-year grant from the Office for Victim Programs, Colorado Division of Criminal Justice. Case Manager duties include, but are not limited to: provision of direct services to foreign and domestic victims of labor and sex trafficking; some outreach and training efforts; and serving on the COVA HTP Crisis Line. The Case Manager will conduct intakes and screenings with potential clients. As victims are identified, the Case Manager will oversee all of their direct service needs including, but not limited to shelter, interpretation, food, medical, mental health, literacy, job training and other needs as they are identified. The Case Manager reports to COVA's Human Trafficking Program Director. Although the COVA HTP serves victims statewide, the position is based out of our office at 1325 S Colorado Blvd, Ste. 508-B, Denver CO, 80222. In general, the hours for this position are 8AM-5PM, which includes an hour for lunch. Due to the COVID-19 pandemic, some remote work is required.

Required Skills & Knowledge
- The ability to work well with others and to maintain positive relationships is crucial to the success of the Human Trafficking Program and a core value of working at COVA.
- This position requires at a minimum: a Bachelor's degree from an accredited College or University in a related field and at least one year victim advocacy experience and/or case management experience. Comparable experience may be considered.
- The Case Manager should possess the ability to maintain collaborative relationships with a diverse population of individuals and agencies.
- Experience working directly with crime victims (preferably human trafficking, sexual assault, and/or domestic violence) is required. Knowledge of human trafficking is preferred, but not required.
- Must have excellent boundaries and commitment to COVA's Code of Ethics for Victim Assistance Providers (http://www.coloradocrimevictims.org/uploads/1/2/8/7/12873812/code_of_ethics__for_victim_advocates.pdf).
- **Only applicants who are fluent in both Spanish and English will be considered.**
- **Former COVA interns who successfully completed their internship are strongly encouraged to apply.**

Summary of Responsibilities
- Coordinate the delivery of services to identified trafficking victims
- Some outreach and training efforts
- Serves on the COVA HTP Crisis Line
- Other duties as assigned
- Participate in overall COVA activities
  - Crime Victim Assistance Academy
  - Annual COVA Conference – September 2021
  - Victims Right's Week Activities
  - National Day of Remembrance

Salary & Benefits

The Human Trafficking Case Manager is eligible for a salary range of $45,000 - $49,000/year, based on qualifications. COVA employees are eligible for up to 12.5% of their total salary to be used for health insurance coverage OR for deposit into a retirement account - employees must choose only one of these options.

To Apply

You can apply for this position by submitting a resume, cover letter, and two references *who are prior supervisors* as ONE DOCUMENT. Please note that our ability to speak with two prior supervisors is a requirement. *Resumes, cover letters, and references submitted by email are preferred* and should be in Microsoft Word or PDF format with the file titled "HTCM_First Name_Last Name" (ex. HTCM_Jane_Doe). Please send resumes and cover letters Chief Deputy Director Sterling Harris at hiring@coloradocrimevictims.org or 1325 S Colorado Blvd, Suite 508 B, Denver CO, 80222. **The**

position closes on <u>December 6, 2020</u> with a start date of January 4, 2021. Due to the sheer volume of applications we typically receive for open positions, we will only contact applicants who will be invited to interview.