

Job Title	Trafficked Persons Assistance Program (TPAP Advocate)
Employer/ Agency	YMCA Community Impact Services
Job Description	YMCA Community Impact Services is a unique branch of the YMCA of Greater Houston that seeks to meet the needs of Houston's significant marginalized communities. We provide comprehensive programs that focus on building human assets and fostering self-sufficiency. The Trafficked Persons Assistance Program (TPAP) Advocate is responsible for the intake, coordination and follow-up of holistic case management to victims of human trafficking. The Advocate will provide intensive trauma-informed services to victims, meeting them where they are and supporting them as they move through different systems; homelessness, transitional and domestic violence shelters, the criminal justice and social service delivery systems, child welfare services, legal systems, educational systems, employment services and family systems until they graduate from the program or until the case is closed. The duties and responsibilities listed below are the basis for supervision and performance evaluation. These are subject to change under the direction of the TPAP Director and Senior Program Manager. Specific Responsibilities • Perform client intake screenings and conduct assessments to determine service needs, such as basic necessities, housing, safety planning, mental health services, medical and emergency dental care, referrals to immigration/legal providers, referrals to agencies that provide literacy education and/or job training, criminal justice system advocacy, family reunification, coordination with interpreters and/or translators, transportation, and emotional support. • Coordinate a comprehensive and holistic service plan for each client. Clients must be engaged in process and, at the appropriate time, assist in creating an exit strategy with long-term sustainable goals. • Develop and maintain positive relationships with community partnerships, such as social services providers, law enforcement, the educational system, criminal justice system, and others to support clients in receiving a full range of holistic services. • Evaluate and address any immediate crisis situation utilizing effective conflict management, de-escalation and crisis intervention techniques. • Assess and address safety concerns on a continual basis. • Participate on the 24/7 hotline which includes assisting victims of trafficking to find immediate resources as well as assisting first responders who are already working with victims of trafficking. • Follow all client confidentiality and privacy requirements and standards. • Maintain clear and accurate documentation for all client interactions in case files and an automated information management system. • Advocate will provide or arrange transportation when necessary to facilitate client services. Other Responsibilities • Complete all trainings and requirements according to the TPAP onboarding workbook. • Participate in and cover for all other YMCA Community Impact Services rotating duties. • Report suspicious and inappropriate behaviors and policy violations.

	- Follow mandated abuse and incident reporting requirements. - Meet timelines and deadlines related to supporting systems and employee compliance. Example includes but are not limited to Kronos Workforce Ready for review and approval of time sheets.
Qualifications	Requirements - Bilingual required – Spanish, Mandarin, and/or Cantonese. - Experience providing case management and/or advocacy to trafficking survivors, victims of crime, domestic violence, immigrant communities or similar population. - Ability to work with culturally and linguistically diverse populations - Comfortable and experienced working with LGBTQ population. - Proficient in computer applications and programs, such as Word, Microsoft Excel, and utilization of the internet in performing job duties. - Ability to work flexible hours, including some evenings and weekends. - Excellent conflict management skills. - Excellent communication and writing skills required. - A team player. - Good organizational skills and an ability to work in a fast-paced environment. - Able to collaborate and work effectively with YMCA staff and community stakeholders. - Must have reliable transportation and a clean driving record. - Report suspicious and inappropriate behaviors and policy violations. - Follow mandated abuse and incident reporting requirements. - Meet timelines and deadlines related to supporting systems and employee compliance. Example includes but are not limited to Kronos Workforce Ready for review and approval of time sheets. Training Requirements: - Complete additional trainings as identified by supervisor. Motivational Interviewing, Crime Victims Compensation Training, Mandatory Reporting training, Trauma Informed Care Training, and any other trainings identified by supervisor. Hours of Business: 8:30am-5:00pm. Some evenings and weekends will be required. This position is granted funded
Salary/Hours	Base Pay \$50,460.80/year
Address	3110 Hayes Rd, Suite 300
City, State, Zip	Houston, TX 77082
Contact Person	Tpap@ymcahouston.org
Email Address	Tpap@ymcahouston.org
Application Method	https://secure10.saashr.com/ta/6082553.careers?CareersSearch=&lang=en-US
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

UNIVERSITY of **HOUSTON**
GRADUATE COLLEGE of SOCIAL WORK