



## ***SAN MATEO COUNTY POLICE CHIEFS & SHERIFF ASSOCIATION***

### **JOB DESCRIPTION – SAN MATEO COUNTY HUMAN TRAFFICKING VICTIM ADVOCACY, COMMUNITY AWARENESS AND TRAINING COORDINATOR**

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The San Mateo County Human Trafficking Victim Advocacy, Community Awareness and Training Coordinator is a part-time position charged with the responsibility of searching for, reviewing, and leveraging available resources to assist suspected and confirmed minor and adult victims of human trafficking identified in San Mateo County. This Coordinator will be called upon to assist local law enforcement in the coordination or provision of social services support, advocacy, and case management to suspected or identified human trafficking victims. In addition, the Coordinator will be responsible for community awareness and education on the topic of human trafficking. The Coordinator will be supervised by and report to the Human Trafficking Program Coordinator, with general oversight by the Operations Division Commander, or his/her representative, of the San Mateo County Sheriff's Office.

The successful candidate will have demonstrated expertise on the topic of human trafficking, an understanding of the needs of human trafficking survivors, and the leadership ability to engage and leverage survivor services from both government and private organizations.

#### **Minimum Qualifications:**

- Bachelor's Degree required.
- Prior experience with facilitation of trainings/presentations required.
- Demonstrates a competency in the topic of human trafficking, its impact on victims, and the provision of trauma-informed and victim-centered services.
- Demonstrates a competency in preparing presentation materials and delivering oral presentations.
- Excellent oral and written communication skills.
- Bilingual speaker preferred.
- Exceptional organizational and project management skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and other software.
- A valid California driver's license, current auto insurance, and reliable transportation.

#### **Essential Duties and Responsibilities:**

- Work closely with the Human Trafficking Program Coordinator to manage and marshal victim advocacy and support resources for survivors of human trafficking.
- Identify and map resources and organizations that can support survivors and identify gaps.
- Develop and provide community presentations and training on human trafficking and the County's anti-human trafficking initiatives.
- Prepare periodic reports on efforts and accomplishments in victim advocacy and community awareness efforts.
- Other duties as assigned.

## Competencies:

An individual should demonstrate the following competencies to perform the essential functions of this position.

Problem-Solving	Identifies and resolves problems in a timely manner and skillfully gathers and analyzes information. Can track, analyze, and present data and can also use that data to make decisions.
Communication: Oral and Written	Effectively transfers thoughts and expresses ideas orally or in writing in individual or group situations. Speaks comfortably with a diverse array of individuals and groups. Has strong facilitation skills with a demonstrated ability to persuade. Has a healthy aptitude for social media.
Judgment	Displays willingness to take initiative and make decisions. Exhibits sound and accurate judgment and makes timely decisions. Is resourceful, adaptable, relatable, and flexible.
Crisis Intervention	Responds appropriately to victims in crisis. Uses a variety of methods to offer short-term, immediate help to individuals who have experienced an event that produces mental, physical, emotional, or behavioral distress. Follows up by helping to plan for crisis and transitional recovery.
Crisis Management	Makes sound and timely decisions under stress and pressure. Recognizes what is most suitable in a particular situation. Effectively makes decisions in non-standard situations. Exhibits independence, decisiveness, and responsibility. Clearly and persuasively communicates decisions and orders to avert crises.
Planning and Organization	Prioritizes and plans work activities; uses time efficiently; and develops realistic action plans. Works effectively with little supervision.
Professionalism	Thinks carefully about the likely effects on others of one's words, actions, appearance, and mode of behavior. Selects the words or actions most likely to have the desired effect on the individual or group in question. Manages stress well and can demonstrate a supportive attitude towards survivors while still maintaining healthy boundaries.
Safety and Security	Observes safety and security procedures and uses equipment and materials properly.
Diversity	Supports and promotes an environment that appreciates and holds opportunities for all, regardless of race, religion, nation of origin, culture, gender identity or expression, sexual orientation, physical or mental ability, weight, health status, age, or other diversity factors.
Physical Demands	The physical demands described here represent those that the Coordinator must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the contractor is frequently required to stand, sit, walk, communicate, and hear. The contractor is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The contractor may frequently lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

In addition to being able to meet the criteria outlined in the job description, candidates should be advised of some of the parameters of the position before applying:

- The successful candidate for this position will be working part-time as a Contractor with the County of San Mateo and will not be considered a County Employee;
- This position is funded for two years with no more than \$75,000 annually to go to the Human Trafficking Advocacy and Training Coordinator. It is possible that this term will be extended;
- Payments to the Contractor will be made based on deliverables in the contract and not on a timed wage rate;
- Payments to the Contractor will be monthly or quarterly, depending on the Contractor's preference;
- The Coordinator will have to meet specific terms of the County contract including, but not limited to, the following:
  - Must show proof of a motor vehicle, worker's comp, and general liability insurance.
  - Must agree to comply with all laws during the delivery of services.
  - Must agree not to engage in acts of discrimination.

### **Application/Selection Process**

Interested persons should submit your cover letter and resume to Evanka Swampillai-Coss at [eswampillaicoss@smcgov.org](mailto:eswampillaicoss@smcgov.org) before **March 10, 2023 at 11:59 pm**. The cover letter should include the applicant's knowledge, skills and abilities that make them best suited for this position. The selection process will include a review of the cover letter, resume, and an oral board interview. If you have questions about this position, please contact Coordinator Pamela Estes at [pestes@smcgov.org](mailto:pestes@smcgov.org). The interview is tentatively scheduled for the week of **March 27, 2023**.