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The Gingerbread House Children's Advocacy Center is a community-based, non-profit organization that works to reduce the trauma experienced by child abuse victims and child witnesses during the investigation, prosecution, and treatment phases of child abuse cases.

Job Description

Title: Regional Care Coordinator
Classification: Full-Time Employee of the Gingerbread House CAC
Reports to: Jessica Milan Miller, M.A., MBA, Chief Executive Officer, Gingerbread House

The Regional Care Coordinator for the Shreveport Region is 1 of 10 regional coordinators in Louisiana as part of the Louisiana Child and Youth Trafficking Collaborative Accessibility Initiative and will work in close collaboration with:

Jasmine Gardner, Director of Care Coordination, LACAC

Linsey Courville, LCYTC Project Specialist, LACAC

Donald Robinson, Care Coordinator Advisor, LACAC



Project Description

The Louisiana Child and Youth Trafficking Collaborative- Accessibility Initiative (LCYTC AI) is a multi-year project administered by the Governor's Office and funded by the US Department of Justice Office for Victims of Crime that will aim to improve outcomes for child and youth victims of sex and labor trafficking. The vision for the LCYTC AI is a cohesive, statewide care coordination model of multidisciplinary teams that ensure that all children in Louisiana regardless of their location or identity- have access to a comprehensive continuum of care. The values of the LCYTC AI project are accessibility, collaboration, continuity, equity, survivor-centered, and sustainability. To learn more about the LCYTC, visit <https://www.lacacs.org/lcytc>.

Position Description:

Each Regional Care Coordinator will serve in one of the 10 regions established to execute *The Collaborative*. The Louisiana Alliance of Children's Advocacy Centers (LACAC) will be contracted to serve as a key partner on the project to provide support and oversight, and sub-contract with Children's

Advocacy Centers to hire the Coordinators throughout the state. The Coordinators will be employed by and report directly to the Children's Advocacy Center or other partner entity in each of the 10 regions, and will get direct support on the project from the LACAC Staff.

The Regional Care Coordinators (RCC) will serve as a liaison with law enforcement partners, judicial partners, and victim service partners in the regional area. The RCC will support and expand the multidisciplinary care coordination response for child and youth victims of trafficking in their region. This position will serve as a central point of contact for agencies for a more coordinated and effective system response; provide coordination of care for victims in the form of screening, case management, and system based advocacy; and facilitate training and outreach to help build infrastructure and community capacity. Each region in Louisiana possesses its own unique set of resources and needs; the daily responsibilities and duties of this position will vary statewide and may evolve as the local response to trafficking develops over the grant period.

This is an equal opportunity employment process. Employment and compensation terms will vary by region.

Education and Experience

The position of Regional Care Coordinator requires a minimum of an undergraduate degree; a Master's Degree or two (2) years of demonstrated success in a similar position is preferred. The person in this position should possess aptitude to sustain and cultivate relationships with community and multidisciplinary team partners. Preferred experience includes coordination and facilitation of meetings, conflict resolution, working with the CAC/multidisciplinary team model, and working with child abuse intervention, DCFS, Law Enforcement, DA's office and juvenile justice systems. Preferred skills include crisis intervention, public speaking/ training, flexibility, organization, previous experience working with underserved populations, previous experience working with victims and survivors of trafficking, and cross-cultural communication skills. This position requires substantial knowledge of investigative protocol, both individual and system-level coordination and collaboration, sexual abuse, human trafficking, exploitation dynamics, and/or willingness to receive training on these topics.

Travel

Reliable transportation is necessary for this position and the individual must be willing to travel throughout the region, as well as the state as needed for meetings, training and professional development opportunities. Reimbursement for travel expenses will be provided by the hiring agency via OVC grant funding. Travel will be reimbursed at the government approved rate.

Essential Duties and Responsibilities

- Coordinate services and response to holistically meet the individual needs of child and youth trafficking victims, to include counseling, mentorship, housing, support groups, healthcare, education assistance, and other services.
- Schedule, coordinate, and facilitate care coordination meetings for high-risk, suspected, and confirmed child trafficking victims within the specified time frames required by the Louisiana Department of Children & Family Services (24/48/72 hrs) to develop and monitor service plans.
- Schedule, coordinate, and facilitate advisory team meetings to address systemic issues facing survivors of human trafficking.
- Collaborate with a multidisciplinary care coordination team and partners to examine and enhance current trafficking victim identification and response protocols and continually examine capacity to improve rapid response protocols.

- Provide ongoing communication and follow-up with partner agencies involved in the care coordination process.
- Assist the Gingerbread House Children's Advocacy Center and other identified agencies with implementation of evidence-based victim identification tools.
- Build and sustain existing relationships with all possible entry points for trafficked youth.
- Identify, foster, and maintain partnerships with community resources to build out a continuum of care for victims. Identify current and potential training partners within MDT and community; work together to conduct training and increase regional training capacity and consistency; create partnerships with agencies that serve non-English speaking survivors and survivors of all gender identities.
- In collaboration with the Gingerbread House CAC's Director of Education, expand human trafficking training and outreach to rural and underserved parishes.
- In collaboration with the Gingerbread House CAC's Director of Child Life and the Director of Education, provide ongoing training and technical assistance to CAC staff to improve identification and case tracking of trafficking victims using internal data systems.
- Work collaboratively with Victim/Family Advocate programs to assist in coordinating services as needed for high-risk and trafficking victims referred to the CAC.
- Conduct follow-up with identified victim service provider to ensure ongoing youth voice in case planning and service delivery.
- Attend and participate in all in-person and conference call meetings with Regional Care Coordinators and other statewide and regional training and networking opportunities.
- Work with the Project Specialist of the LCYTC and evaluation partner to coordinate collection of data and ensure grant reporting documentation is submitted.
- Perform all other duties related to child and youth trafficking response as assigned by the Gingerbread House CAC Chief Executive Officer. Duties may evolve to meet the region's needs.
- Attend monthly LCYTC Regional Care Coordinator roundtable meetings for peer-to-peer learning and support.
- Attend LACAC's Multidisciplinary Team Peer Review activities for Human Trafficking Coordinators a minimum of twice (2) per year.
- Submit quarterly grant reporting documents to the LCYTC Project Specialist or his/her designee in a timely manner. Complete assessments, action plans, and other strategic planning activities as designated by the LCYTC Director of Care Coordination, Project Specialist, and Care Coordinator Advisor.
- Attend ongoing educational training events to further knowledge on human trafficking response and related topics.

Gingerbread House CAC Multidisciplinary Team (MDT) and Professional Training

- Foster and maintain a trusting, helpful relationship with all MDT members including law enforcement, child protective services, district attorneys, military personnel, and medical / mental health professionals.
- Participate in monthly Multidisciplinary Team (MDT) case review meetings and statewide peer reviews through the Louisiana Alliance of Children's Advocacy Centers.
- Attend individual case staffing meetings as needed.

- Maintain proficient knowledge of current techniques, controversies, and research in the fields of human trafficking, child abuse, victim advocacy, and challenges facing child victims.
- Attend professional development opportunities and trainings both in-state and out-of-state (min. 10 CEUs per year).

Gingerbread House CAC - Administrative

- Adhere to Health Insurance Portability and Accountability Act (HIPAA) regulations
- Adhere to Gingerbread House CAC Personnel Policies and Procedures manual guidelines
- Maintain confidentiality of clients by requiring identification and authorization before releasing client information to third parties
- Maintain documentation of contacts, progress of cases, and if applicable, case-specific information in client's file
- Enter demographical and service statistics information into case tracking system for grant evaluation purposes
- Attend staff meetings and promotes a team environment
- Positively represent the Children's Advocacy Center at ALL times, both during work activities as well as during personal time, including during community activities, in social media platforms, and in all personal and work-related posts and photos shared
- Make recommendations to Supervisors and to the Chief Executive Officer regarding program status, development, and suggested improvements

Gingerbread House CAC - Other

- Maintain and expand skill level and relevant knowledge base through supervision, case review, research, and professional growth
- Help with fundraisers and special events
- Help keep the Children's Advocacy Center clean and organized
- OTHER DUTIES, TASKS, AND RESPONSIBILITIES AS ASSIGNED BY SUPERVISORS AND/OR THE GINGERBREAD HOUSE CHIEF EXECUTIVE OFFICER

Salary Package:

- Commensurate with experience, Range: \$45,000 - \$55,000
- Health, Vision, Dental, and Life Insurance paid 100% by Agency
- Retirement Benefits with Employer Contribution
- Flexible Work Schedule; Agency closes at 12:30 PM on Fridays
- Generous Paid Leave and Holidays
- Agency will provide training on-site and through collaboration with other community agencies
- Agency will allow for attendance, at a minimum, of one nationally recognized conference per year