EMPLOYMENT OPPORTUNITY
QUEENS HIDDEN VICTIMS PROJECT

For over 170 years, the Women’s Prison Association (WPA) has worked to create opportunities for change in the lives of current and formerly incarcerated women and their families. WPA provides programs through which women acquire life skills needed to end their involvement in the criminal justice system and to make positive, healthy choices for themselves and their families.

**Job Title:** Project Coordinator

**Department:** Queens Hidden Victims Project

**Position Reports to:** Deputy Director of Survivor Advocacy Services

**Job titles Reporting to this Position:** N/A

**POSITION OVERVIEW**

The Project Coordinator will be an integral part of the multidisciplinary team of the Queens Human Trafficking Intervention Court (QHTIC) and will be based in the Queens County Criminal Court. The Project Coordinator will collaborate with court stakeholders in the QHTIC and other Courts in Queens County, and will identify potential referral sources for eligible participants in the Hidden Victims Project.

**RESPONSIBILITIES INCLUDE:**

- Serving as a resource for the judges and court personnel of the Queens County Criminal, Family, and Supreme Courts on matters related to justice-involved victims of domestic violence, sexual assault, and/or sex trafficking, and providing assistance where necessary;
- Acting as a liaison between the QHTIC, local stakeholders, and police precincts to track new cases involving justice-involved individuals in need of services from the Hidden Victims Project;
- Conducting screenings at Queens Criminal Court arraignments to identify those at high risk of being sex trafficked;
- Disseminating and implementing the UCS Human Trafficking Screening Tool in the Queens County Criminal Court;
- Collaborating with victim advocates and trauma-informed providers of victim services and treatment to expand the availability of services in the various courts in Queens County;
- Providing trainings and conducting community partner outreach with the Intensive Case Manager on issues related to domestic violence, sexual assault, and sex trafficking to treatment providers, community organizations, and the Queens Criminal, Family and Supreme Courts
• Working with the Intensive Case Manager to assist judges and attorneys in identifying appropriate referrals and alternatives-to-incarceration for justice-involved individuals who may be trafficked or are at risk of being trafficked; including those with cases pending in Family and Supreme Courts;
• Working closely with the QHTIC team to provide regular updates in weekly supervision, case conferences, staff and stakeholder meetings
• Collecting and maintaining all data as required by the U.S Department of Justice’s Office of Violence Against Women

QUALIFICATIONS

• Master of Social Work from an accredited college or university in the field of mental health counseling, forensic psychology, psychology, sociology or behavioral science
• Experience working with populations involved in substance use and/or mental health disorders, commercial sexual exploitation, or labor/sex trafficking, domestic violence and/or sexual assault
• Knowledge and/or experience with the courts or criminal justice system helpful
• Strong interpersonal and communication skills
• Excellent verbal and written skills
• Experience with office computer applications
• Bilingual skills preferred

If you are interested in applying for this position, please email your resume, cover letter, and salary requirements to dguity@wpaoonline.org. You must include “Hidden Victims Project - Project Coordinator” in the subject line of your email.

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