

Job Announcement

THE ORGANIZATION: Opening Doors is a nonprofit organization that helps underserved Sacramento area residents to achieve self-sufficiency and increased assets by accessing opportunities to mainstream economic, legal and social systems. The organization assists clients through refugee resettlement and cultural orientation; case management for foreign-national survivors of human trafficking; low-cost immigration legal services; increased knowledge and skills in personal financial management; and business training, counselling and microloans. Additionally Opening Doors provides administration and leadership of the Sacramento Area Rescue and Restore Coalition to combat human trafficking.

The organization has undergone a period of growth and infrastructure development during the past five years, and is well poised for future continued growth and expanded impact. With an operating budget of about \$2.5 million, Opening Doors has a staff of 25+ part- and fulltime staff from diverse parts of the world.

Job specification:

POSITION TITLE: **Anti- Human Trafficking Case Worker**
SUPERVISED BY: Anti Human Trafficking Program Manager
CLASSIFICATION: Non- Exempt, Full Time
DATE NEEDED IN POSITION: **Immediately**

How to Apply:

Interested candidates should email a **resume and cover letter** to: humanresources@openingdoorsinc.org. Include "Office Manager – [Your name]" in the subject line.
No phone calls please.

SUMMARY: The Survivors of Human Trafficking (SOT) Case Worker assists with the operations of the growing program that empowers trafficking survivors towards self-sufficiency through case management.

- **Education and/or Experience:** Bachelor's degree (B.A.) from four-year College or university in social work, criminal justice or human service related field; or two years related experience and/or in related field; or equivalent combination of education and experience.
- **Language Skills: Fluency in written and spoken Spanish is a must.**

Key Responsibilities:

- Under the supervision of the Anti-Human Trafficking Program Manager, perform case management services for survivors of human trafficking.
- Assist survivors of human trafficking clients to obtain allowed public benefits, medical care, counseling, legal services and housing;
- Be responsible with program manager for participating in the response to emergency and non-emergency calls from victims of human trafficking;
- Assist with grant reporting duties to funders of the Survivors of Human Trafficking program;
- Perform administrative support services;
- Maintain complete and accurate records of clients and services provided and provide program data as required;
- Translate as appropriate/needed
- Maintain confidentiality; all records, reports, and other materials relating to survivors of trafficking shall be kept in a locked file under the direction of the CEO, SOT Program Manager and the program associates.
- Maintain an environment that enhances a positive self-image of ODI's clients and staff, and preserves human dignity;
- Perform other program or agency-related duties or special projects as directed.

Requirement/Competencies:

- Adapt to changes in the work environment; change approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events. Required to work a flexible schedule to facilitate program services that may include nights and weekends.
- Be consistently at work and on time; ensure work responsibilities are covered when absent; arrive at meetings and appointments on time.
- Must have basic computer abilities including Microsoft Office (Word, Excel and outlook) and a willingness to learn other programs maintained by the agency.
- Manage difficult or emotional client situations; respond promptly to client needs; respond to requests for service and assistance; meet commitments.
- Show respect and sensitivity for cultural differences. Ability to provide culturally-sensitive counseling and case management.
- Focus on solving conflict, not blaming; maintain confidentiality; keep emotions under control; remain open to others' ideas and try new things.
- Follow policies and procedures; complete administrative tasks correctly and on time; support organization's goals and values.
- Prioritize and plan work activities; use time efficiently.
- Identify and resolve problems in a timely manner; gather develop alternative solutions; work well in group problem solving situations.
- Approach others in a tactful manner; treat others with respect and consideration regardless of their status or position; maintain healthy communication and proper boundaries, becoming neither under- nor over-involved in clients' personal matters. Use professional judgment when interacting with client in social setting.
- Contribute to building a positive team spirit.
- Write/speak clearly and informatively. Ability to read, analyze, and interpret general instruction, technical procedures, or governmental regulations. Ability to write simple correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, and the general public.

CERTIFICATES, LICENSES, REGISTRATIONS

- Possession of a valid driver's license and vehicle insurance.

Opening Doors provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Opening Doors complies with applicable state and local laws governing nondiscrimination laws.