

We're Hiring!

SEEN Case Coordinator

The Children's Advocacy Center of Suffolk County (CAC) unites public, private and community partners to promote safety, healing, and justice for children exposed to violence & abuse and their families. The CAC works closely with an array of agencies to coordinate high quality investigations and assessments of alleged abuse; provide support and services to children and families, offer specialized training for a diverse range of audiences, and to prevent child abuse in our community.

The SEEN (Support to End Exploitation Now) program of the CAC is a groundbreaking coalition of over 35 government, state and community-based organizations dedicated to a collaborative response to child trafficking and the commercial sexual exploitation of children (CSEC). SEEN is committed to ensuring safety, healing, and justice for youth impacted by CSEC. Its innovative vision has been formalized through the development of a comprehensive multidisciplinary response model that strives to accomplish the following goals: (1) empower child/teen victims, (2) ensure victims' safety, (3) ensure victims' access to support and services, and (4) enforce offender accountability.

Reporting to the SEEN Program Manager, the SEEN Case Coordinator works with the network of SEEN partners to ensure that youth impacted by child trafficking and commercial sexual exploitation of children (CSEC) are afforded comprehensive and youth-centered services. The SEEN Case Coordinator is the backbone and facilitator of the CSEC Multidisciplinary (MDT) Response Team in Suffolk County.

**At this time, the Children's Advocacy Center of Suffolk County has adopted a pilot hybrid model including on-site and remote work.*

RESPONSIBILITIES

- Serve as primary contact for all assigned referrals of suspected child trafficking and commercial sexual exploitation (CSEC);
- Review all assigned referrals to determine appropriate timeframe for MDT response;
- Respond to all assigned referrals – regardless of youth's physical/legal custody status;
- Facilitate the MDT process – helping the Team organize, sequence, and prioritize activities and service provision;
- Advocate for and serve as the liaison between social service & youth advocacy agencies and law enforcement as well as connect these agencies to the broader partner community;
- Coordinate scheduling of and participate in MDT interviews with youth victims;
- Serve as a liaison for MDT members – collect and provide case-related information throughout the duration of the Team's involvement in each assigned case;
- Convene SEEN MDT case conference meetings;



HEALING STARTS HERE.

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- Coordinate cases involving missing and runaway youth and facilitate communication between local, state, and federal jurisdictions;
- Conduct outreach and provide information and consultation to partner agencies;
- Provide MDT training and technical assistance regarding child trafficking, CSEC, and the CSEC MDT;
- Participate in SEEN's monthly Steering Committee and Case Coordination meetings,
- Participate in training and ongoing supervision;
- Maintain appropriate case documentation and ensure timely entry of case information and MDT activity into NCAtrak and the SEEN Database;
- Provide support to the SEEN Program Assistant managing and intaking cases into the SEEN Database;
- Collaborate with the SEEN Program Manager and support SEEN projects including the SEEN Youth Advisory Board, developing supportive resources for caregivers, and enhancing the response for high risk and exploited youth involved with the juvenile justice system;
- Participate in the SEEN After-Hours Phone rotation and provide on-call coverage;
- Other duties, as necessary

REQUIRED QUALIFICATIONS

- Bachelor's degree required, Masters level preferred (in human services, psychology, social work, education, criminal justice or related field);
- 1-3 years related work experience;
- Professional experience working in youth and/or adolescent services;
- Experience with multidisciplinary teams, facilitation, and systems advocacy;
- Demonstrated ability to communicate and provide services in a professional, respectful manner
- Demonstrated ability to apply problem-solving skills;
- Working knowledge of dynamics and impacts of abuse and interpersonal violence;
- Passion for CAC mission and commitment to preventing and addressing the impacts of violence and trauma;
- Commitment to understanding how systemic inequality affects child and family safety and well-being;
- Commitment to anti-racism work;
- Excellent, demonstrated interpersonal, organizational, and communication skills;
- Ability to organize multiple tasks simultaneously and work collaboratively and effectively on a team
- Proficiency with Microsoft Office Suite including Outlook, Word (required), Excel, and PowerPoint

DESIRED QUALIFICATIONS

- Working knowledge of commercial sexual exploitation of children (CSEC) and child trafficking;
- Working knowledge of the MA Department of Children and Families, criminal legal response to child abuse, children's advocacy centers and multidisciplinary team

models, and familiarity with Suffolk County social service, medical, mental health, civil legal systems, and community services/agencies;

- Working knowledge of the Youth Development Model helpful

The Children's Advocacy Center of Suffolk County strives to build an organization and a community where people can bring their whole selves to work and are inspired to do their best work every day. We are committed to equal employment opportunity regardless of race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law. We believe that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.

Full Time

Salary: \$49,500 to \$55,000 commensurate with experience.

Excellent Benefits

Interested Applicants Who Possess the Minimum Requirements Should Submit:

A letter of interest and resume by email to info@suffolkcac.org.

If emailing, please include subject line: SEEN Case Coordinator Position.

Applications will be reviewed and will be accepted on a rolling basis until the position is filled.

NO PHONE CALLS PLEASE.