



NORTH DAKOTA
HUMAN TRAFFICKING TASK FORCE

HUMAN TRAFFICKING REGIONAL NAVIGATOR

Bismarck, ND or Minot, ND

This is a 20 hour/week contract position, home-based, requiring some travel.

Rate: Hourly \$30-\$35, DOE

Please submit a cover letter and resume/CV to info@ndhttf.org. Application review will begin November 19th, 2021; background check is required for this position.

Regional Navigator Job Description

The Central Regional Navigator is contracted with Prevent Child Abuse North Dakota for the North Dakota Human Trafficking Task Force. The Central Regional Navigator assists the task force in facilitating multidisciplinary teams, providing training and technical assistance, and coordinating victim services throughout North Dakota. The Navigator combines knowledge of the criminal justice system, victim service best practices, and community engagement to effectively liaise with partners and provide a variety of services to individuals victimized by violent crimes.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required

- Bachelor's degree
- Understanding of victim service advocacy
- Knowledge of criminal justice system
- Ability to work independently
- Ability to work with a variety of people and disciplines/systems
- Ability to travel, potentially up to 50% of the time
- Valid driver's license

Preferred

- Master's degree
- Prior work experience with Tribal Nations
- Community and/or system development work
- Public speaking experience
- Experience in anti-trafficking work
- Experience working with the legal system

Job Duties:

Provide technical assistance to service providers, law enforcement and other community members, as requested. (40% of job responsibility)

- Provide case-specific assistance to service providers, prosecutors, and law enforcement. This includes screening tools and information, referrals, intervention strategies, resource identification and procurement, best practices, North Dakota laws and information, etc.
- Assist in the identification of a case manager and/or advocate, and with coordination of services for human trafficking victims, assist in appropriate referrals for medical, legal, and survivor support.

- Ensure release of information (ROI) documents are executed, appropriate reports are completed, and provide ongoing follow-up as needed or requested. This includes the preparation and completion of paperwork, documentation and referrals.
- Act as liaison between victims and law enforcement, service providers, and prosecutors.
- Understand the roles and functions of law enforcement, judicial and legal agencies, court staff, public officials, services providers.
- Assemble and facilitate ad hoc response team meetings for human trafficking cases, and identify appropriate partners/resources for participation.
- Provide mentorship to other states, their respective task forces, and/or human trafficking programs. This includes technical assistance, support, and feedback for human trafficking programming and implementation, as well as provide insight into task force functions within North Dakota, and how local protocols and responses to human trafficking could be utilized in other states.

Education and Community Outreach (20% of job responsibility)

- Develop training and educational materials to be provided to law enforcement, service providers, legal providers/prosecutors, and human trafficking survivors/victims.
- Upon request, provide educational presentations and materials to service providers, law enforcement, prosecutors, and community groups as requested, with priority given to first responders and others likely to identify or serve victims or individuals at high risk for, or susceptible to human trafficking.

Develop and assist multi-disciplinary teams (MDT) (30% of job responsibility).

- Be identified as the regional first point of contact for human trafficking cases, and facilitate next steps in trauma-informed and person-centered service provision, legal supports, and law enforcement follow up.
- Facilitate the development and revision of protocols within local response teams. Assist local MDT's in delivering a coordinated effort between agencies when responding to human trafficking cases.
- Work with communities and MDTs to develop a regular meeting schedule that fulfills the community's needs, serves victims, and complies with grant requirements.
- Use community-organizing principles to identify and empower local leadership of MDTs.
- Maintain an active, local MDT by ongoing community relations, one-one-one check ins, communicate updated human trafficking information and resources, make identified changes to local MDT protocol responses, and provide insight and assistance for community needs specific to human trafficking.
- Provide local support to communities (rural and otherwise) on behalf of the task force, provide updates and information to communities, and ensure the community's understanding of available resources.

Maintain duties assigned by the NDHTTF (10% of job responsibility).

- Facilitate the task force subcommittee teams by organizing and scheduling meetings, providing task force updates, and make changes/updates to best practices and available services. Navigators are responsible for reporting back to the task force any discussions and recommendations of the subcommittees, and assist in making any identified changes with guidance from subcommittee members' expertise.
- Practice macro-level and regionally-specific outreach and ongoing community relationship building to ensure statewide trust and awareness of the NDHTTF, with an understanding of task force resources and responsibilities.
- Assist the task force in obtaining and maintaining grants, as well as provide information and expertise in the Navigator communities to ensure grant applications and work is consistent with communities' experiences. Navigators will assist in task force members' understanding of and fidelity to grant requirements.
- Complete monthly data requirements of the task force by tracking and documenting technical assistance, outreach, and training information.