

## **Ocean's Harbor House Job Description**

### ***CSEC Advocate/Family Crisis Counselor***

This is a dual position. A CSEC (Commercial Sexual Exploitation of Children) Advocate is someone who advocates for survivors of the commercial sex industry. **A CSEC Advocate who is a Survivor of the commercial sex industry is preferred but not required.** While based in Toms River, the Advocate will travel to various schools in Ocean and Monmouth County to provide CSEC prevention groups, individual counseling and case management services to youth who are at risk of sexual exploitation. A Family Crisis Counselor provides counseling and case management services to eligible youth and families in Ocean County as a part of the Family Crisis Intervention Unit. Working with other clinicians and allies, this position will triage and manage a caseload of youth (ages 10 -18) and families. This position reports to the Out-client Program Manager, with a dotted line to the Prevention Services and Community Liaison.

This position is a full-time, **exempt position** (40 hours weekly, not OT eligible). This position qualifies for full benefits under the agency's benefit package. The salary range is \$49,000 to \$53,000 per year annually.

#### Responsibilities and Duties:

##### *Family Crisis Intervention Unit (FCIU):*

- Provide individual, family counseling as well as crisis intervention and de-escalation services.
- Provide case management, linking clients to additional services and acting as a liaison between clients and other providers.
- Plan and implement family and community engagement workshops/activities.
- Provide psychoeducational groups.
- Participate in community outreach and engagement opportunities.
- Plan and prepare court paperwork including but not limited to court petitions for out of home and/or service compliance.

##### *Advocate:*

- Co-facilitate CSEC prevention groups and programming in schools of Ocean and Monmouth County
- Provide CSEC training to staff of OHH programs.
- Update and maintain OHH's CSEC policy, procedures and programming.
- Provide screening and case management services for all CSEC identified OHH clients.
- Plan and participate in CSEC events and presentations.
- Coordinate CSEC services with Juvenile Justice, Prosecutors office and Law Enforcement

##### *Dual Responsibilities:*

- Ensures follow-up and aftercare services for all clients.
- Completes progress notes, reports, data entry and other paperwork as assigned.
- Attends employee supervision meetings, staff training and weekly case review as required.
- Rotate on-call for 24-hour program responses

- Coordination with shift partner of daily office hours, court dates, hot line calls, family and individual sessions.
- Completes other related duties as required. As Ocean's Harbor House is an essential agency ensuring continuity of services to vulnerable youth, young adults and families, all staff are critical and considered essential employees of the agency; essential staff duties are not only during crisis times.
- All staff are employed by Ocean's Harbor House and while they are assigned to a respective program to perform primary duties, staff may be required to work in other programs to ensure that services are provided to clients in that respective program. Staff will be cross trained so that they are familiar with the other programs of Ocean's Harbor House.

#### Education/Experience:

Preferred: Personal history as a survivor of commercial sexual exploitation as an adolescent or young adult. (This may include exploitation through prostitution, stripping, or pornography.)

Minimum of five years recovery from sexual exploitation (out of the commercial sex industry).

Required: BSW / BA in psychology or behavioral sciences (MSW/MA or the like preferred) and at least two years' experience working with juveniles and families. Knowledge of Trauma Informed Care preferred.

Spanish speaking preferred

#### License and Skills:

Must have a valid New Jersey's Drives License.

Attention to detail, Presentation skills, good written and oral communication skills, problem resolutions, organization, team oriented, de-escalation skills

#### Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

#### Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral,

or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should be able to use basic computer application to include Microsoft Office, Outlook and the internet.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate or loud. Employees will be in a housing environment with multiple clients and staff.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand; sit and stoop, kneel, crouch, or crawl; walk; reach with hands and arms and climb or balance. The employee must occasionally lift and/or move up to 40 pounds.

Essential Status:

Ocean's Harbor House is considered, under New Jersey executive order, an essential agency ensuring continuity of services to vulnerable youth, young adults and families. The New Jersey Office of Emergency Management identifies essential employees as those people who are designated as required to work when an office closing is authorized and these employers and employees must provide services around the clock. This permits Ocean's Harbor House to continue operating without limits on their scope of service or hours of operation, absent any further amendments by the State Director of Emergency Management.

**Print Name:**

**Signature:**

**Date:**