



RESIDENTIAL ADVOCATE

Created Gainesville is committed to reaching and restoring lives impacted by sex trafficking and sexual exploitation.

Purpose: The Residential Advocate is solely responsible for providing support to survivors of sex trafficking and exploitation in our residential program.

Reports to:
Residential Coordinator

Duties & Responsibilities:

Time allocated to Victims total- 100%

- Facilitate all assessments, treatment planning and support services for survivors of sex trafficking to include, but not limited to legal, medical, housing, and mental health.
- Provide necessary transportation for survivors of sex trafficking to and from a variety of places including, but not limited to, places of employment, medical appointments, classes, and community resources.
- Attend meetings and trainings requested by the Residential Coordinator.
- Indirect Services to document victim services information to the database.
- Other duties as assigned.

Education and/or Experience

- Actively pursuing a Bachelor's degree or higher
- Administrative experience, preferred
- Proficient in Word and Excel
- Ability to work in a collaborative, fast-paced environment

- Strong written and oral communication skills
- Ability to manage multiple projects simultaneously
- Strong organizational and analytical skills
- Willingness to establish and maintain effective working relationships
- Clean driving record, preferred

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 frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, and ability to adjust focus.
- In the performance of the duties of this job the employee is required to travel (frequency), drive a motor vehicle, communicate using telephone and email.

Work Environment:

- 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.

