



**JOB DESCRIPTION**  
**Sex Trafficking & Exploitation Program (STEP)**  
**STEP Advocate**

Rebuilding Hope! Sexual Assault Center for Pierce County is seeking to hire a passionate and capable individual to serve as a STEP Advocate who will specialize in providing confidential support and case management to survivors of commercial sexual exploitation (CSE) and youth at risk of experiencing commercial sexual exploitation of children (CSEC).

Rebuilding Hope's mission is to offer support toward healing through advocacy and therapy for those affected by sexual assault and abuse. Through education and collaboration, Rebuilding Hope improves the community's response to sexual assault and abuse victims and challenges the behaviors and beliefs that promote sexual violence.

We are seeking candidates for this position who are passionate about enacting positive social change toward reducing instances of sexual violence in our community and who have the capacity to serve survivors seeking support following sexual assault/abuse and sexual exploitation/trafficking.

Rebuilding Hope! is committed to developing a team of staff who reflect our community's diverse demography and represent the populations disproportionately impacted by violence. We strongly encourage members of our BIPOC, 2SLGBTQIA+, culturally diverse, and differently-abled communities to apply.

**Nature of Work**

This is a full-time (1.0 FTE) position. This is a position involving extensive contact with individuals who experience commercial sexual exploitation/human trafficking, their families, friends, and community professionals. The employee in this position has the ability to exercise independent initiative and judgment, subject to the policies and procedures of the agency and the supervision of the Client Services Program Manager. This work involves providing ongoing communication/correspondence and in-person direct advocacy and support services to primary victims of commercial sexual exploitation/trafficking as well as sexual assault/abuse survivors. This position requires



the STEP Advocate to acquire/maintain a caseload of clients within the STEP/Advocacy program by providing confidential wrap-around support services.

**Responsible to: Client Services Program Manager or Client Services Program Coordinator**

### **RESPONSIBILITIES**

- Provide trauma-informed crisis intervention, support to primary and secondary victims of commercial sexual exploitation/program clients.
- Maintain STEP referral email account as well as monitor the STEP Facebook account for client messages daily.
- Provide information and general wrap-around case management support to clients in person and over the phone/social media.
- Provide enhanced housing and relocation resources and support services.
- Maintain a flexible schedule in order to assist clients in achieving their goals.
- Build and maintain positive and productive relationships with clients and community professionals.
- Meets clients at safe, public areas or businesses for meetings/rapport building or to coordinate services with other community professionals.
- Assists in transporting clients to/from appointments when appropriate to do so.
- Debrief with team members regularly and complete assigned reports and tasks as requested relevant to this position
- Maintain and complete all client/program admin in a timely, accurate and thorough manner.
- Adhere to all agency policies, procedures and codes of ethics and conduct.
- Promote the mission and philosophy of Rebuilding Hope at all times representing the agency with clients and to the community.
- Facilitate all duties and responsibilities through the trauma-informed, client-centered and empowerment-based model of service delivery.
- Provide street outreach and/or presentations to bring awareness to the community on sex trafficking.
- Consult with Rebuilding Hope! Therapy and Advocacy staff as needed to coordinate services and adjust program and service responses to best fit client needs.
- Provide as-needed shift coverage and lead advocate support on the 24/7 crisis, information, and referral hotline.

**Meetings:**

- Attend monthly Pierce County CSEC Multi-Disciplinary Team meetings.
- Attend bi-weekly agency staff meetings.
- Attend monthly Advocacy Program meetings/trainings

**Training:**

- Complete 30+ hours of sexual assault training (provided by Rebuilding Hope! Or other approved Core training).
- Must maintain at least 12 hours of ongoing training annually that is approved by the Program Coordinator.
- Specialized CSE/CSEC focused trainings

**Distinguishing Qualifications:** The STEP Advocate must demonstrate competency in the following areas: a working knowledge of the issues involved in commercial sexual exploitation/trafficking and sexual assault/abuse; strong communications and listening skills; ability to work with diverse groups; ability to work collaboratively with other agencies, and commitment to the SACPC mission and philosophy. Work in a flexible capacity to meet the needs of clients. This position requires a person to provide in-person direct services within the community of Pierce County.

The desired experience and training for the STEP Advocate includes a bachelor's degree in Human Services (or equivalent), plus at least one year of experience in providing advocacy or direct human services; **or** a combination of four years of relevant education, training and experience to include direct client or human services.

**Transportation:** The advocate must have their own means of transportation in order to provide in-person community case management (including but not limited to transportation of clients), attend County-wide meetings and/or outreach and training activities; mileage is reimbursed for this position.

This is a Non-exempt position. This position pays \$21.63-25.00/hour depending on qualifications and experience. We are an equal opportunity employer. Candidates must be able to pass a fingerprint background check that covers Washington state and national jurisdictions.



All new hires are subject to a 90-day review period. Upon completion of the first 30 days of employment they will start to accumulate benefits including paid personal days, sick leave and vacation leave. Full-time staff may choose to opt into the agency's policies for medical, dental, short-term disability and retirement benefits upon eligibility and enrollment periods.

To apply, please submit a cover letter and current resume to [administration@hopesacpc.org](mailto:administration@hopesacpc.org) with the subject line reading: STEP Advocate