



Job Description

POSITION TITLE:	Coordinator IV, Human Trafficking Youth Prevention Education Comprehensive Health Educational Services	#6325
SALARY PLACEMENT:	Management Salary Schedule Range 14	

SUMMARY OF POSITION:

Under the direction of the Comprehensive Health Director II, the Human Trafficking Youth Prevention Education (HTYPE) Coordinator IV is responsible for the coordination of training and providing human trafficking prevention education for students, educators, and other staff and direct services between community partners and supporting the efforts of the Human Trafficking Prevention Education Demonstration Program. The HTYPE Coordinator IV also represents the San Joaquin County Office of Education (SJCOE) in the community and serves as the initial point of contact for community members and service providers who request information and training about Human Trafficking Youth Prevention Education.

The Coordinator IV shall provide training to qualified individuals employed by partner educational agencies to implement and replicate project activities throughout the San Joaquin County or identified target area(s); develop and implement a Human Trafficking School Safety Protocol in consultation with local law enforcement that facilitates reporting trafficking concerns to the appropriate authorities (e.g., child welfare, law enforcement); notifying parents, guardians, and caregivers, when appropriate; and referring students to supportive, person-centered, trauma-informed, culturally responsive, and linguistically appropriate services. This position shall work in coordination with the Foster Youth program and serve as a direct line of support for SJCOE student-based programs as needed.

Under administrative direction, the Coordinator IV makes decisions of critical consequence, impacting daily operations of local school districts/charter organizations, and the implementation and revision of established policies and procedures; may provide technical and functional supervision of professional, technical, and clerical personnel; meets with internal staff, for the purpose of planning and directing activities, and implementing decisions.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Possess a Bachelor's Degree in social or behavioral science, criminal justice, public or business administration, or a related field. Three years of experience in human trafficking and sexual assault prevention education, providing direct services and collaborating with community partners can be substituted for degree requirements.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

Master's Degree in Human Services. Bilingual in Spanish and English, with a bicultural background that enhances their ability to connect with diverse communities. Experience working in both education and non-profit environments is highly desirable, as well as a proven track record in coordinating multi-disciplinary teams and collaborating with county community agencies. The candidate should have a strong ability to build consensus, analyze data, and engage in program evaluation to ensure effective service delivery and continuous improvement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation and data collection

Ability to:

- build consensus, analyze data, and engage in program evaluation to ensure effective service delivery and continuous improvement
- manage multiple tasks, track details, and prioritize projects effectively
- work independently and as part of a team
- operate a computer
- learn new technology systems and applying them within the scope of their duties be flexible based on program needs
- create and follow policies and procedures

Possess:

- in-depth knowledge of organizations, systems, and institutions that address human trafficking, sexual violence, sex trafficking, and related interpersonal crimes
- experience in leading, energizing, and supervising teams, with the ability to coordinate individuals from diverse backgrounds and with varying skills and life experiences
- problem-solving skills
- excellent verbal and written communication skills, along with the ability to manage confidential information
- a strong commitment to eliminating all forms of human trafficking and oppression
- strong computer skills, including proficiency in Microsoft Word, Excel, and Outlook
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed.
12. Oversee and manage budgets.
13. Utilize knowledge of organizations, systems, and institutions that respond to human trafficking, sexual violence, sex trafficking, and related interpersonal crimes.
14. Lead, energize, and supervise teams, coordinating individuals with varying skills, abilities, life experiences, and/or diverse backgrounds.
15. Demonstrate understanding of and commitment to eliminating all forms of human trafficking and oppression.
16. Strong problem-solving skills, with the ability to handle multiple tasks, track details, and prioritize projects effectively.
17. Communicate effectively, both orally and in writing.
18. Ability to manage confidential information.
19. Ability to work flexible hours independently and as part of a team.

20. Proficiency with computer systems and technology, including Microsoft Word, Excel, and Outlook.
21. Willingness and ability to learn new technology systems and implement them within the scope of duties.
22. Apply principles, practices, methods, and techniques specific to the program.
23. Utilize effective management and administrative techniques to oversee program operations.
24. Implement appropriate methods for training, program planning, group facilitation, and instructional techniques.
25. Manage program planning, budgeting, implementation, modification, purchasing, and contract administration effectively.
26. Apply personnel management strategies, including recruitment, selection, training, and retention of staff.
27. Ensure knowledge of and compliance with the California Education Code and other relevant codes, as well as current state and county policies, rules, and regulations.
28. Represent SJCOE at public speaking engagements and provide presentations on HTYPE training and services, as requested and when possible.
29. Facilitate community education, training, and outreach requests.
30. Build relationships with community agencies, service providers, and nonprofits to advance the goals of the HTYPE Demonstration Program.
31. Train and support new trainers in delivering presentations and representing SJCOE's HTYPE in the community to expand outreach to partners and service providers.
32. Serve as a resource to SJCOE administrators and employees.
33. Attend local agency meetings and outreach events.
34. Attend local, state, and national education conferences.
35. Participate in ad-hoc and internal committee meetings, as needed.
36. Serve as a visible spokesperson and advocate for HTYPE's mission, services, and programs in the community.
37. Attend agency events and activities as required.
38. Perform all other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in a standard office environment and come in direct contact with SJCOE staff, district office staff, and the public.