

Title: Peer Support Specialist-3 Years Grant Funded

Department: Bakhita Empowerment Program

Hours Worked: Part-time (25 hours per week)

Location: St. Francis Center



Reports to: Bakhita Program

Director

Supervises: None

FLSA Status: Non-Exempt

Location: West Palm Beach, FL

Summary:

The Peer Support Specialist role involves delivering client-centered, trauma-informed peer mentoring services to survivors of trafficking who are identified and referred to the Bakhita Empowerment Program.

Essential Duties and Responsibilities:

- Provide intensive peer support to confirmed and suspected survivors of human trafficking within the Diocese of Palm Beach service areas.
- Actively develop and lead groups for survivors of trafficking, ensuring the provision of culturally competent services.
- Leverage lived expertise in areas related to substance use treatment, trafficking, and/or commercial sexual exploitation to enhance the support provided to survivors.
- Play a crucial role in providing mentorship to survivors of trafficking, contributing to their overall empowerment and well-being.
- Offer emotional support and counseling to survivors, promoting their healing and recovery from trauma. Assist in accessing appropriate healthcare, mental health services, and legal support. Accompany clients to appointments as needed.
- Advocate on behalf of survivors, both within the organization and in external systems such as law enforcement, social services, and legal proceedings. Collaborate with relevant stakeholders to ensure the rights and needs of survivors are met.
- Identify and connect survivors with community resources, such as shelters, healthcare providers, legal aid, and vocational training programs. Maintain relationships and partnerships with relevant organizations to ensure a comprehensive network of support.
- Work in collaboration with BEP team to provide immediate crisis intervention services to survivors during emergencies, including safety planning, access to emergency shelter, and coordination with law enforcement or other relevant agencies.
- Maintain accurate and confidential case records, including documentation of services provided, progress reports, and statistical data for reporting purposes.

- Comply with legal and ethical requirements related to confidentiality and data protection.
- Collaborate with Catholic Charities programs in the provision of victim services.
- Provide presentations in the community about human trafficking and the BEP program.
- Assist in recruiting and connecting with service providers who can offer pro bono services to victims.
- Meet with human trafficking clients on a regular basis.
- Represent Catholic Charities on the Human Trafficking Task Force
- Attend Palm Beach County Human Trafficking Coalition meetings.

Qualifications:

- High School Diploma or equivalent.
- Lived experience of trafficking, domestic violence, homelessness, substance use, and/or related lived experiences.
- At least two years in recovery and two years out of lived experience circumstances.
- Must have an understanding of the issue of Domestic and Foreign Human Trafficking and Commercial Sexual Exploitation.
- Excellent communication and interpersonal skills are essential for building trust with survivors, collaborating with multidisciplinary teams, and advocating on behalf of clients. Compassion, empathy, and cultural sensitivity are crucial attributes.
- Bilingual English/Spanish required.
- Capacity to work collaboratively with a diverse team of professionals, including law enforcement, legal professionals, healthcare providers, and community-based organizations.
- Strong organizational and problem-solving skills to connect survivors with appropriate resources and navigate complex systems. Familiarity with community resources and service providers is advantageous.
- Ability to handle crisis situations calmly and effectively, ensuring the safety and well-being of survivors. Proficiency in risk assessment and safety planning is important.
- Common sense and good judgment in handling day-to-day matters without direct supervision.
- Ability to forge mutually respectful partnerships with supervisor, co-workers, and clients with an understanding and sensitivity to cultural differences. This sensitivity includes, but is not limited to, characteristics of specific cultural and ethnic groups, religious, various socio-economic groups and those living alternative lifestyles.
- Ability to follow directions and instructions from a supervisor.
- Organized, self-starter, punctual, honest, courteous, and self-controlled.
- Knowledge and support of Catholic Social teaching.
- Florida driver's license.
- Professional telephone manners, interpersonal skills, and the ability to respect confidentiality. Exercise discretion and good business judgment.
- Ability to work effectively with Diocesan employees, pastors, departments heads, representatives of other agencies, and the general public.
- Ability to multi-task, work independently, make responsible judgment calls, and work with others in a team setting.
- Ability to work irregular hours, willingness to travel throughout the Diocese of Palm Beach to fulfill job requirements, and willingness to respond to emergency situations without notice.
- Must have a valid Florida driver's license, excellent driving record, and vehicle.
- Must complete peer support training within the initial 90 days of employment.

Physical Requirements:

- Occasional light lifting and carrying of under 15 pounds, moderate carrying and lifting of 15 – 44 pounds and frequent use of both hands and fingers (i.e. typing).
- Occasional ability of minimal hearing (i.e. driving) and routine hearing (i.e. listening to others in conversation).
- Work requires specific visual abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Reviewed/Approved By:

CEO-Executive Director: _____ Human Resources: _____ Program Director: _____

Hand delivered on _____, by _____ (Supervisor)
to _____ (Employee).

I acknowledge receipt of and understand my job responsibilities as outlined.
in this job description.

Signed: _____ (Employee) Date: _____

Signed: _____ (Supervisor) Date: _____

Copies: Supervisor, Employee

Original: Human Resources