

## **Position Description: Intake Advocate Contractor-to-Hire Position (8-15 hours per week)**

### **About ALIGHT**

ALIGHT (Alliance to Lead Impact in Global Human Trafficking) exists to empower human trafficking victims and survivors through critical legal services - at scale. Founded as a 501(c)(3) nonprofit organization in Colorado in 2015, ALIGHT connects survivors' diverse legal needs to untapped expertise in the legal community in Colorado, Utah, Los Angeles and beyond. ALIGHT works with social service providers and community organizations that support different vulnerable populations to help the human trafficking survivors they serve connect to the right attorney, at the right time.

ALIGHT's leadership in pioneering and implementing an innovative model for legal services delivery for survivors (think: Lyft app for specialized pro bono services) has been nationally and internationally recognized. In 2020, the American Bar Association passed Resolution 113, which recognized the need for the innovative tech-based model that ALIGHT established in Colorado. In 2021, the Freedom Collaborative, a platform for global anti-trafficking efforts, recognized ALIGHT's model as unique in the world. ALIGHT has been invited to present this innovative work at the 2017 United Nations Conference on the Status of Women's human trafficking event, the Princeton Center for Information Technology Policy and the Freedom Network.

**We are seeking an individual who is the right fit for our organization and thrives in a growth-mode environment.** For more information, please visit [www.alightnet.org](http://www.alightnet.org).

If you are looking to

- Positively impact the lives of the most vulnerable members of various at-risk communities
- Work collaboratively with other passionate professionals to empower human trafficking survivors
- Develop expertise working at the intersection of law, technology and human trafficking

Then you have found the right place.

### **Position Description**

This position is an opportunity for a social worker (MSW) or licensed clinical social worker (LCSW) to serve the most vulnerable by bridging the gap to meet their legal needs.

The Intake Advocate provides critical support to human trafficking survivors by managing our intake "warm-line." In this role, the Intake Advocate works remotely to conduct program intakes that include: screening (by phone) for human trafficking and ensuring that survivors meet the program eligibility criteria, identifying legal issues and posting survivors' requests for legal help to our app. Once attorneys respond to requests on the app, the Intake Advocate provides the survivor with the necessary information to connect to the attorney for either pro bono advocacy, counsel and/or representation, depending on their need. The Intake Advocate regularly communicates with the survivor and their advocate/case manager to confirm information critical to placing and monitoring the status of their cases.

The Intake Advocate will receive ongoing training in trauma-informed practices, standard procedures, data entry and specialized legal education in order to provide the highest level of legal information and community resource referrals to survivors, under the supervision of the Executive Director. The Intake Advocate will have the opportunity to consult with an experienced Intake Advisor when needed.

**The Intake Advocate joins the program team initially on a part-time contractual basis of 8 to 15 hours per week at \$25 per hour. This candidate needs to complete the interviewing, reference and**

**background check process.** Opportunity for growth with this organization, including through part-time employment, will be assessed after 6 months.

Having a proactive attitude, the ability to work flexibly and independently and comfort with working remotely are required. Past experience in direct service role (such as a victim advocate or case manager) with vulnerable populations is required. Fluency in Spanish is a plus. Past experience with human trafficking or domestic violence survivors is a plus.

### **Qualifications**

- Holds an LCSW or MSW degree.
- Has at least 1+ year of prior direct service experience with vulnerable populations OR experience in legal aid, the court system, a law office or agency that serves vulnerable populations.
- Holds sincere commitment to serving survivors with respect and professionalism.
- Has experience in confidentiality and mandatory reporting requirements.
- Has received training in or has experience implementing trauma-informed practices.
- Is available for weekly or biweekly team meetings via video conference.
- Has strong organizational and time management skills.
- Has strong verbal and written communication skills, including strong data entry skills
- Can be flexible and adapt to various situations and changes in program procedures.
- Can manage stress and identify self-care as needed.
- Can analyze problems and determine when to bring issues to colleagues for support.
- Has strong interpersonal skills and proven ability to work well independently with integrity, innovate, problem-solve, collaborate and meet deadlines.
- Is proficient with mobile technology, remote working tools and Google applications. Has a secure internet connection and computer equipment.
- Has language fluency in Spanish (a plus).
- Has experience with identifying legal issues (civil, criminal or family) of vulnerable populations (a plus)

### **Benefits**

- Gain real-world professional experience that expands your current knowledge of human trafficking and survivors' diverse legal needs.
- Practice trauma-informed care and receive ongoing training.
- Work on the cutting edge of tech and law solutions with a leading national pro bono program.
- Learn and directly participate in access to justice for human trafficking survivors.
- Network with social services programs across the country.
- Strengthen your resumé with relevant experience.
- Obtain potential references for future career opportunities.
- Maintain a flexible, remote work schedule.
- Implement your own skills and ideas into an impactful program.

### **To Apply**

**Please email your resume and cover letter to Marianna Kosharovsky (Executive Director) at [connect@alightnet.org](mailto:connect@alightnet.org) and indicate “Intake Advocate Position” in the subject line.** Final approval will require two professional references, passing a criminal background check and holding professional liability insurance. Applications that do not include a resume and cover letter will not be considered.

### **Diversity**

ALIGHT is committed to serving the needs of diverse trafficked persons. Further, ALIGHT is committed to developing an inclusive work environment where diversity of background, thought, style, culture and skill is valued in support of individual performance and potential, as well as ALIGHT’s strategic goals and mission.

ALIGHT does not and shall not discriminate based on race, sex, religion, creed, age, national origin, alienage, marital status, sexual orientation, gender identity, and expression, disability, or any other legally protected characteristic, in any of its activities or operations. These activities include, but are not limited to, the provision of services. ALIGHT is committed to providing an inclusive and welcoming environment for all members of ALIGHT beneficiaries, volunteers, subcontractors, and vendors.

### **Disclaimer**

This position description indicates in general terms, the type and level of work performed as well as the typical responsibilities of team members in this classification and it may be changed by the senior management team at any time. Other duties may also apply. Nothing in this job description changes the at-will employment relationship existing between ALIGHT and its team members. Distribution of this item outside of ALIGHT without an authorized release is a violation of ALIGHT policy.