



Our Future Starts With *You!*

POSITION Human Trafficking Service Coordinator (HELPS)

DEPARTMENT Crime Victim & Sexual Violence Center

SALARY \$55,952

WORK LOCATION 112 State St. Albany, NY 12207; clinical location within Albany County (location confidential).

HOURS 8:30A-4:30P M-F

BENEFITS

Paid Time Off
Health, Dental, Vision, & Hearing
Tuition Reimbursement
NYS Retirement
Employee Assistance Program
Subsidized Daycare – Little Sprouts at Shaker Place

DESCRIPTION

We are seeking a compassionate, proactive professional to join our team in supporting victims and survivors of human trafficking. In this role, you will provide direct services to adult victims and survivors and at-risk and trafficked youth; collaborate with multidisciplinary partners; and lead community outreach efforts aimed at prevention and awareness. If you are passionate about advocacy, community engagement, and empowering vulnerable populations, we invite you to apply and make a meaningful impact. This position includes 24-hour sexual assault crisis hotline coverage and may require evening and weekend meetings, events, and community activities. There is potential for a hybrid-remote schedule.

KEY RESPONSIBILITIES

- Deliver direct services to at-risk and confirmed victims of human trafficking, including needs assessments, safety planning, case coordination, and referrals.
- Oversee Safe Harbour program activities and ensure accurate documentation, database entry, and reporting to OCFS.
- Build strong partnerships with caseworkers, schools, community organizations, and law enforcement to identify and support youth in need.
- Promote community awareness through outreach, training, and participation in local and regional task forces and advisory groups.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with at least a Bachelor's Degree in a human services-related field AND at least one (1) year of human services-related experience; OR
- B. Graduation from an accredited college or university with at least an Associate's Degree in a human services-related field AND at least two (2) years of human services-related experience.

SPECIAL REQUIREMENTS

- Eligibility for and possession of a valid New York State driver's license at time of appointment
- Successful clearance of the required Suitability Determination (Background investigation is conducted by the appointing authority.)

Please upload a cover letter, resume and transcript with your application.

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.



Daniel P. McCoy
Albany County Executive