CITY OF BALTIMORE

Shantay Jackson
Director

MAYOR'S OFFICE OF
NEIGHBORHOOD SAFETY & ENGAGEMENT
100 Holliday Street, Rm 341
Baltimore, Maryland 21202
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Position: Anti-Human Trafficking and Sexual Assault Response Manager

Reports to: Associate Director of Victim Services

Job Summary

The Anti-Human Trafficking and Sexual Assault Response Manager is responsible for the successful delivery of programmatic, agency, and communal management of MONSE's anti-human trafficking and sexual assault response efforts. The Manager works closely with stakeholders from law enforcement, prosecutors, City and State agencies, and victim's service providers to ensure that human trafficking and sexual assault survivors are provided access to quality services through a victim-centered, trauma informed approach. This role is critical in MONSE's work to redefine community safety. This position requires strong alignment with MONSE's mission, values, and strategic vision, as well as demonstrated success, sound judgment, and flexibility working in a complex, fast-paced environment.

Key Responsibilities

Program Management

- Ensure the timely completion of project tasks and deliverables in coordination with internal and external stakeholders.
- Consult and coordinate with stakeholders.
- Remain flexible for meetings and activities that take place outside of scheduled workday.
- Manage human trafficking awareness though education/training and media campaigns.
- Manage MONSE relationships with first responders and medical institutions in conjunction with the Blue Dot program.
- Manage City of Baltimore's Sexual Assault Program and Response Team.
- Identify and secure funding for program.
- Manage sub-awards and grants.

Inter-Agency Collaboration and Community Engagement

- Attend and participate in inter-agency meetings, professional group meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge; serve on committees as assigned; stay abreast of new trends and innovations in the field.
- Conduct presentations and training for agencies and community and business groups.
- Support BPD with investigation and prosecution of traffickers.
- Serve as the Subject Matter Expert on human trafficking and sexual assault on behalf of MONSE.
- Partner with agencies to improve victim advocacy and services and coordinate sexual assault outreach campaigns.
- Facilitate and initiate monthly SART meetings.

- Manage SART case review committees.
- Review rape and sex abuse cases in partnership with key stakeholders.
- Review and provide feedback on sexual assault investigations.
- Participate in child sexual abuse reviews.

Reporting and Compliance

- Deliver timely and thorough reporting of project deliverables to immediate supervisor.
- Ensure program database is maintained.
- Partner on grant writing, grant reporting, data collection and data management.
- Prepare monthly reports regarding the demographics, compliance and recidivism to be shared with other agencies, stakeholders and independent monitors.

Qualifications/Skills

- Bachelor's degree in human services, criminal justice, or related field and/or three years' related experience required.
- Experience managing sensitive information and responding to all reporting requirements by funding partners.
- Experience with developing, coordinating, and managing programs, including the use of data to monitor outcomes and drive responses.
- Attention to detail and able to correlate topics and information.
- A demonstrated ability to address/resolve difficult, multi-faceted problems.
- Able to communicate effectively at all levels, both written and oral, with a wide range of stakeholders.
- Excellent verbal and written communications skills.
- Excellent organization skills with proven ability to meet multiple deadlines and balance numerous projects in a fast paced and changing environment.

About the Mayor's Office of Neighborhood Safety and Engagement

Our Mission
Guided by the Mayor's vision for Baltimore and rooted in a holistic approach to neighborhood health and safety, the Mayor's Office of Neighborhood Safety and Engagement (MONSE) empowers community partners and city agencies to play a more active role in the co-production of public safety and prevention of violence through an equity-based, healing-centered, and trauma-informed approach for the benefit of all Baltimoreans.

Our Guiding Values
In everything that it does, MONSE is committed to upholding its core values of being:

- *Equity-based.* Focused on promoting justice in reducing disproportionate negative impacts of current and future policies and practices.
- *Healing-centered.* Preventing violence must be paired with repairing harm.
- *Trauma-informed.* Based on understanding and integrating knowledge about the causes and consequences of trauma.
- *Justice-oriented*. Real justice is about more than punishment; it is also about restoration, renewal, and healing from past harms.
- *Partnership-based*. Just as violence is intersectional, so must the solutions, relying on cross-system partners and partnerships.
- *Transparent.* Strong partnerships require trust; and trust demands transparency and accountability.
- *Data- and research-driven.* Relying on data and the best available experimental and experiential evidence to guide decision making.
- *Results-oriented.* Devoted to delivering impact.