



# Departmental Vacancy Announcement

## DEPARTMENT OF THE ATTORNEY GENERAL

### HUMAN TRAFFICKING ABATEMENT COORDINATOR

Position No. 124348

Division with the Vacancy:

### Special Investigation & Prosecution Division

**Opening Date: Monday, November 13, 2023**

**Last Day to File Applications: Continuous recruitment until needs are met**

#### **Summary of Duties:**

This position is located in the Special Investigations & Prosecution Division (SIPD) of the Department of the Attorney General. The Department of the Attorney General is responsible for the provision of advice, counseling, and representation of the State in civil and legislative matters, administrative and regulatory enforcement, and the investigation and prosecution of criminal offenses. SIPD is dedicated to investigating and prosecuting matters that involve economic crimes, human trafficking, and corruption.

The Human Trafficking Abatement (HTA) Coordinator position is a leadership role and will exhibit the skills and qualities to build teams, be positive and motivational, problem solve, build community partnerships and relationships, and be purpose driven and accountable. The HTA Coordinator will be responsible for improving statewide anti-trafficking response by coordinating a multidisciplinary response between government, non-government, and community stakeholders. This position will focus on improving services and outcomes for victims and survivors, prevention efforts, and policy development. This position will provide training and capacity building to provide support to the network of programs statewide on all issues related to human trafficking; develop and disseminate informational materials; serve as the coordinator on statewide and national human trafficking initiatives; and identify gaps, needs, and barriers with the goal of strengthening collaboration and resource sharing across service providers, law enforcement, and prosecutors.

#### **Minimum Requirements:**

##### **Education and Experience:**

- Bachelor's degree in social work, public policy, public affairs, criminal justice, public health, human/social services or closely related field preferred, but may be substituted with an Associate's Degree and a minimum of three years of relevant experience; professional project management and/or coordination experience desired.
- Experience with public policy, data analysis, and research desired.
- Prior experience in law enforcement, legal systems, probation/parole, victim services, or legal services a plus.

**Skills/Abilities:**

- Highest work/personal ethics and integrity, including the ability to maintain confidentiality.
- Strong attention to technical detail and accuracy.
- Collaboration - Professional, enthusiastic, positive attitude, able to collaborate, communicate and cooperate with multiple cross-functional partners.
- Strong written and oral communication skills.
- Proficient with technology.
- Ability to take initiative to solve problems in an innovative manner.
- Ability to work with a wide variety of stakeholders in situations which may be politically sensitive.
- Ability to work as part of a team and coordinate the work of others.

**To Apply:**

Please send cover letter, application and résumé to:

Department of the Attorney General  
David Van Acker, Supervising Deputy Attorney General  
Special Investigation & Prosecution Division  
425 Queen Street, Honolulu, Hawaii 96813  
Or by email to [David.M.Vanacker@hawaii.gov](mailto:David.M.Vanacker@hawaii.gov)

Application can be found online at:

[https://ag.hawaii.gov/wp-content/uploads/2020/08/Application-for-Exempt-Employment-278\\_AG\\_7.2020.pdf](https://ag.hawaii.gov/wp-content/uploads/2020/08/Application-for-Exempt-Employment-278_AG_7.2020.pdf)

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The information you provide will be used to determine whether you meet public employment requirements and the minimum qualification requirements in the Class Specifications. As required by Federal and/or State laws, we do not discriminate on the basis of age, sex (including gender identity or expression), religion, race, color, ancestry, national origin, disability, marital status, veteran's status, sexual orientation, arrest and court record, citizenship, genetic information or any other protected characteristic. The State of Hawaii is an equal opportunity employer and complies with applicable State and Federal laws relating to employment practices.

**Physical/Mental Requirements:** Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

**Reasonable Accommodation:** Qualified applicants with special needs who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodations should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

**Criminal History Background Check:** Individuals who are recommended for hire are required to undergo a criminal history record clearance and other checks, as applicable.

**Internal Complaint:** Applicants will be notified of their status. Applicants who do not agree with a decision or action taken by the State Department of the Attorney General Human Resources Office may file an Internal Complaint with the Department of the Attorney General. Information about the Internal Complaint Procedure (ICP) and required form can be found on the ATG intranet.

If you have any questions, please contact our office at (808) 586-1236 for further information.