



**Global Strategic Operatives**

— for the Eradication of Human Trafficking —

Initiated at the United Nations 2018

GSO Clinical Leader  
Registered Nurse  
Applicant Packet



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Valued Applicant,

Thank you for your interest in being an intricate part of the Global Strategic Operatives team. Human trafficking is an issue of public health and of social justice where we can provide the training to help transform our communities. Your contribution of knowledge, education and experience is a great opportunity to improve Health System's approach.

Enclosed you will find a GSO Application, GSO Expectation Agreement and a GSO Travel Expense Document.

In preparing your application submission:

- Please use the enclosed GSO checklist as a guide to completing the applicant packet.
- **GSO Application**
  - Intended for you, the per-diem independent contractor to conduct Human Trafficking training sessions on behalf of Global Strategic Operatives.
- **GSO Expectation Agreement**
  - This agreement serves as a statement of expectations between Global Strategic Operatives and you the identified per-diem independent contractor.

For all questions regarding this packet please contact the GSO Coordinator, Wilonda Green at: [Wilonda@globalstrategicoperatives.org](mailto:Wilonda@globalstrategicoperatives.org)

Again, thank you for your commitment of time and energy as we reach more victims and provide them with support.

Thank you,

Deborah O'Hara-Rusckowski, RN, MBA, MTS  
Delegate for the Order of Malta Mission at the UN  
Co-Founder of Global Strategic Operatives  
[globalstrategicoperatives.org](http://globalstrategicoperatives.org)  
[deb@globalstrategicoperatives.org](mailto:deb@globalstrategicoperatives.org) / 978-758-9431



## Applicant Checklist

Please use this checklist as a guide to ensure the enclosed packet is completed correctly prior to submission. For all questions regarding this application packet, please contact the GSO Coordinator at [wilonda@globalstrategicoperatives.org](mailto:wilonda@globalstrategicoperatives.org)

## GSO Checklist

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Please check off the line item once completed.

- Signed and completed GSO application
- Signed and completed GSO expectation agreement
- Professional CV
- Professional Bio
- Video submission presenting any prior speaking engagements and/or materials
- Copy of driver's license *(if applicable)*
- Copy of professional license/registration *(if applicable)*
- Copy of certification/course completion related to Human Trafficking *(if applicable)*

**Note:** Please save the enclosed GSO travel expense reimbursement form for future travel reimbursement.



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# Application



## Application to conduct Human Trafficking training sessions on behalf of Global Strategic Operatives

This application is intended for the per-diem independent contractor to conduct Human Trafficking training sessions at assigned hospital sites on behalf of Global Strategic Operatives. Once completed, please submit a copy of your professional CV and all applicable licensure / registrations along with application. For all questions regarding this application please contact the GSO Coordinator at [wilonda@globalstrategicoperatives.org](mailto:wilonda@globalstrategicoperatives.org)

### GSO Position

Please check the per-diem position in which you are applying for.

- GSO Clinical Leader, Registered Nurse                       GSO Non-Clinical Leader, Human Trafficking Survivor Expert
- GSO Clinical Leader, Social Worker

### Availability

Although we work on a fiscal year, applications for training are scheduled on an educational calendar year Sept – June. Please list any times in the upcoming months when you will NOT be available to work.

September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021

How far in advance do you need notice in order to make yourself available? \_\_\_\_\_

### Personal Information

Please Print

_____	_____
<b>Full Name</b>	<b>Birth Date</b>
_____	_____
<b>Primary Address</b>	<b>City/State/Zip</b>
_____	_____
<b>Primary Phone</b>	<b>Alt. Phone</b>
_____	_____
<b>Email Address (personal)</b>	<b>Email Address (professional)</b>

### Education / Experience

Please list all applicable educations, special trainings, human trafficking work experience and certifications.

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## General

To the best of your ability, please answer the below questions.

Please describe your experience serving victims of human trafficking (e.g. number of cases, your involvement, amount of time, etc.)

Why do you want to become a GSO Human Trafficking Training Leader?

What qualities (skills, talents, knowledge, and experiences) do you feel you can incorporate into the GSO Human Trafficking Training Leader position?

Please know Clinical Leaders training sessions may be asked to be recorded. The videos will be used for internal training purposes within the hospital and not published on the internet for the general public. Do you give permission to have your sessions recorded?  Yes  No

## References

Two professional references

Reference	Reference
Name	Name
Phone	Phone
Relationship	Relationship
Email Address	Email Address

## Emergency Contact

Please print clearly

Full Name	Relationship
Primary Address	City/State/Zip
Primary Phone	Alt. Phone



**Code of Ethics for Applicants**

As a GSO Human Trafficking Training Leader, I realize that I am subject to a code of ethics similar to that which binds the professional in the field in which I work. I, assume certain responsibilities and expect to account for what I do in terms of what is expected of me. I understand that any information that is disclosed to me while conducting training opportunities on behalf of GSO is confidential.

**Declaration**

I hereby certify that statements made on this application are truthful, I authorize inquiries to be made concerning my engagement and character for the purpose of determining my suitability as a GSO Human Trafficking Training Leader. I agree to respect the confidentiality of any client information I may acquire in the course of my service with GSO.

.....  
Signature

.....  
Date









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# Agreement



## Agreement to conduct Human Trafficking training sessions on behalf of Global Strategic Operatives

### For the per-diem position of GSO Clinical Leader – Registered Nurse

This agreement serves as a statement of expectations between Global Strategic Operatives (GSO) and the identified per-diem independent contractor (GSO Clinical Leader – Registered Nurse) in agreement in conducting Human Trafficking training sessions at assigned hospital sites on behalf of Global Strategic Operatives. The agreement indicates period of performance, GSO Clinical Leader requirements, scope of work and expectations, engagement resources, compensation and out of pocket expenses and reimbursement procedures.

### Period of Performance

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This agreement allocates the GSO Human Trafficking training sessions for the 2020 – 2021 educational calendar year. The GSO Clinical Leader will be contacted within a reasonable timeframe prior to training start. Upon completion of the scheduled training period, GSO and the GSO Clinical Leader will have the option to renew this agreement for an additional period.

### Requirements

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Please submit the below items along with this agreement to the GSO Coordinator, Wilonda Green at [wilonda@globalstrategicoperatives.org](mailto:wilonda@globalstrategicoperatives.org) and GSO Co-Founder, Deborah O’Hara-Rusckowski at [deb@globalstrategicoperatives.org](mailto:deb@globalstrategicoperatives.org).

- Completed GSO per-diem / independent contractor application
- Professional CV
- Professional Bio
- Video submission – presenting any prior speaking engagement materials

### Live Trainings

### Scope of Work / Expectations

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#### **Clinical Leader – (Registered Nurse)**

When GSO obtains the CEO approval from the assigned site, the GSO Coordinator will contact the GSO Clinical Leader to schedule the initial site assessment call with the assigned site clinical leader(s) using the enclosed site assessment tool. The GSO Clinical Leader will collaborate with GSO Coordinator and assigned site clinical leader in reviewing/creating the assigned site(s) human trafficking policy prior to scheduling training dates.

GSO Clinical Leader will present GSO Human Trafficking 101 and GSO Human Trafficking 102 training sessions to designated healthcare system providers and professionals for the assigned training days in collaboration with their assigned GSO Survivor Expert.

**Expectations** – GSO Clinical Leader are required to arrive half-hour before each presentation and expected to be onsite for the entire duration of assigned training sessions daily.

**Knowledge** – GSO Clinical Leader is to be well versed in human trafficking education with specific expertise and can provide essential experiential insights on human trafficking education and best practices to the audience. GSO Clinical Leader will demonstrate proficiency in all GSO training materials.

**Inspiration** – GSO Clinical Leader must offer knowledgeable, thought-provoking and motivational learning sessions to encourage the audience to learn, identify and take appropriate actions in human trafficking identification in adopting new concepts and conquer challenges.

# Engagement Resources

## Pre-Training Preparation

To understand the needs of your audience and prepare relevant content, GSO will provide the GSO Clinical Leader with training materials, i.e. Human Trafficking 101 and Human Trafficking 102 power point presentations along with all supporting documentations and speaker notes to better equip the GSO Clinical Leader for the assigned training sessions. The GSO Clinical Leader is required to learn all GSO training materials. It is also required of the GSO Clinical Leader to timely have all requested documents; i.e. GSO application, professional CV, professional bio and recorded sample training submitted to the GSO Leadership Team for review. All documents and recorded training submission must be received and approved by the GSO Leadership Team prior to GSO Clinical Leader placement. Once approved, the GSO Clinical Leader will be contacted and scheduled for site training

## At-Training Participation

The GSO Clinical Leader will present Human Trafficking 101 and Human Trafficking 102 training sessions along with their assigned GSO Survivor Expert using the below proposed training session schedule. GSO will discuss specific on-site expectations during the pre-training planning call(s). Please note the training session times are subject to change based on the assigned site recommendations.

Day 1 90min Sessions	Day 2 90min Sessions	Day 3 2hr Sessions
7:30 AM HT 101 Session 10:00 AM HT 101 Session 1:00 PM HT 101 Session 4:00 PM HT 101 Session	7:30 AM HT 101 Session 10:00 AM HT 101 Session 12:00 PM Community Leadership Meeting 1:30 PM HT 101 Session 4:00 PM HT 101 Session	9:00 AM HT 102 Session 1:00 PM HT 102 Session

## Post-Training Review

Following your training, the GSO Coordinator will contact you regarding any feedback you may have and/or have received from the site clinical leader and audience members on the GSO Human Trafficking training presentation.

## Compensation

The Selah Way Foundation is the fiscal agent for Global Strategic Operatives. Therefore, The Selah Way Foundation and Global Strategic Operatives will reimburse all reimbursable expenses in addition to the GSO Clinical Leader stipend in the amount of \$2,500.00 to be compensated within 30(thirty) days of training completion.

## Out-of-Pocket Expenses / Reimbursement Procedures

### Expense Report

Every effort should be made to keep all reimbursable expenses within \$1,000.00 or less for the 3-day training session. Such expenses include; travel fare, hotel accommodations, transportation, trip expenditures and meal cost. Expenses will only be reimbursed when the GSO Clinical Leader requesting reimbursement submits the attached GSO expense report. If travel expense reimbursement is requested, the expense report must be submitted within 14 (fourteen) days of training completion. **To be reimbursed all expenses must be submitted using the attached GSO expense report along with supporting receipts.**



## Reimbursable Items

The GSO Clinical Leader must submit receipts and the GSO expense document for reimbursement within 14 (fourteen) days of the assigned training completion. When completed, all receipts and the GSO expense document(s) must be submitted to Kevin at [accounting@theselahway.org](mailto:accounting@theselahway.org) and copied to GSO Coordinator, Wilonda Green and GSO Co-Founder, Deborah O'Hara-Rusckowski. The fiscal agent will reimburse the GSO Clinical Leader within 30 (thirty) days of receiving receipts and GSO expense document.

1. **Hotel accommodations** (if applicable) Non-refundable and upfront payments for hotel accommodations are not recommended as training schedules are subject to change. Hotel accommodations are suggested to be reserved in the event of last minute training schedule changes. In the event the GSO Clinical Leader must stay at the hotel for additional nights due to unforeseen circumstance such as natural disasters, and/or travel delays through no fault of the GSO Clinical Leader, GSO will reimburse the extended hotel accommodation costs for such additional night(s).

2. **Travel Expenses** (if applicable). GSO shall reimburse travel expenses for the GSO Clinical Leader between the venue, airport and hotel; meals for the GSO Clinical Leader for which receipts are provided; and all other reasonable, documented expenses as stated below necessary to the GSO Clinical Leader during the training time period.

( a ). **Airfare** - GSO encourages the GSO Clinical Leader to seek the most economical way(s) of travel. The GSO Clinical Leader will compensate their own airfare expenses for future reimbursement once training has completed. In the event that booking help is needed, GSO will be happy to assist in arranging airfare accommodations for the GSO Clinical Leader only. Airfare expenses may not exceed \$500.00 without prior approval by GSO. All receipts are required for reimbursement. Economy fares are recommended. If the GSO Clinical Leader should choose to upgrade, GSO will only reimburse for the economy rate.

( b ). **Ground Transportation** - GSO will reimburse the GSO Clinical Leader for travel to and from airport if flying to training session. As well as to and from hotel to training session. If renting a car, GSO will reimburse the price of the rental car up to \$40.00 per day plus gas expenses (mileage does not apply). Garage parking, Uber, Lyft, Rideshares and Taxi services all require receipts for reimbursement.

( c ). **Meals** - GSO will reimburse the GSO Clinical Leader only for meals based on actual receipts up to \$60 daily, e.g., breakfast, lunch, dinner. Meal expense reimbursement is limited to the day(s) of travel to and from the training location and the day(s) of the speaking engagement. GSO does not reimburse for the purchase of alcoholic beverages.

## Non-Reimbursable Expenses

The following miscellaneous expenses are non-reimbursable. These non-reimbursable expenses include (but are not limited to): Personal entertainment expenses including in-flight movies, headsets, books, magazines, newspapers, health club fees, hotel pay-per-view movies, in-theater movies, greens fees, ski passes, social activities, honor / mini bar charges, etc.

## Permitted Travel Days

The GSO Clinical Leader is expected to travel the day before the start of scheduled training and must return on the last day of, or *if necessary*, the day following the training conclusion. If travel expenses (including transportation, lodging, meals, etc.) are incurred on days before or after these days, they will be considered personal in nature and may not be reimbursed.

## Postponement or Cancellation – Assigned Site

After a site training date is established, the GSO Clinical Leader expends time and resources on travel preparations. Should the scheduled training be postponed or cancelled for any reason, the GSO Coordinator will contact the GSO Clinical Leader immediately with more information and next steps. In addition, the GSO Clinical Leader will be issued a postponement/cancellation compensation in the amount of \$250.00 which represents 10% of the GSO Clinical Leader training compensation.



### **Postponement or Cancellation – GSO Clinical Leader**

GSO commits a great deal of time and resources in organizing and establishing the assigned site(s) human trafficking training dates, site implementation and most importantly building the organizations trust in both GSO and their assigned GSO Clinical Leader. Your commitment to GSO and your assigned training site is vital and appreciated. It is expected for the GSO Clinical Leader to be committed to their assignment once a training location is accepted. However, GSO understands emergencies may happen which could possibly delay your assignment arrival and/or availability. In the event of an emergent matter which could hinder the GSO Clinical Leaders availability in attending their assigned scheduled site training. The GSO Clinical Leader must contact the GSO Coordinator immediately. Future site placement will be at the discretion of the GSO Leadership Team.

## **Virtual Trainings**

### **Scope of Work / Expectations**

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#### **Clinical Leader – (Registered Nurse)**

When GSO obtains the CEO approval from the assigned site, the GSO Coordinator will contact the GSO Clinical Leader to schedule the initial site assessment call with the assigned site clinical leader(s) using the enclosed site assessment tool. The GSO Clinical Leader will collaborate with GSO Coordinator and assigned site clinical leader in reviewing/creating the assigned site(s) human trafficking policy prior to scheduling training dates.

GSO Clinical Leader will present GSO Human Trafficking 101 and GSO Human Trafficking 102 training sessions to designated healthcare system providers and professionals for the assigned training days in collaboration with their assigned GSO Survivor Expert.

**Expectations** – GSO Clinical Leader is expected to start the virtual training on time and manage the session appropriately.

**Knowledge** – GSO Clinical Leader is to be well versed in human trafficking education with specific expertise and can provide essential experiential insights on human trafficking education and best practices to the audience. GSO Clinical Leader will demonstrate proficiency in all GSO training materials.

**Inspiration** – GSO Clinical Leader must offer knowledgeable, thought-provoking and motivational learning sessions to encourage the audience to learn, identify and take appropriate actions in human trafficking identification in adopting new concepts and conquer challenges.

## **Engagement Resources – Virtual**

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### **Pre-Training Preparation**

To understand the needs of your audience and prepare relevant content, GSO will provide the GSO Clinical Leader with training materials, i.e. Human Trafficking 101 and Human Trafficking 102 power point presentations along with all supporting documentations and speaker notes to better equip the GSO Clinical Leader for the assigned training sessions. The GSO Clinical Leader is required to learn all GSO training materials. It is also required of the GSO Clinical Leader to timely have all requested documents; i.e. GSO application, professional CV, professional bio and recorded sample training submitted to the GSO Leadership Team for review. All documents and video submission must be received and approved by the GSO Leadership Team prior to GSO Clinical Leader placement. Once approved, the GSO Clinical Leader will be contacted and scheduled for site training.

### **Virtual Training**

The GSO Clinical Leader will virtually present Human Trafficking 101 and Human Trafficking 102 training session(s) along with their assigned GSO Survivor Expert.

### **Post-Training Review**

Following your training, the GSO Coordinator will contact you regarding any feedback you may have and/or have received from the site clinical leader and audience members on the GSO Human Trafficking training presentation.

## Compensation – Virtual

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The Selah Way Foundation is the fiscal agent for Global Strategic Operatives. Therefore, The Selah Way Foundation and Global Strategic Operatives will reimburse all reimbursable expenses in addition to the GSO Clinical Leader stipend in the amount of \$1,500.00 to be compensated within 30(thirty) days of training completion.

## Questions

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For all questions regarding this agreement please contact GSO Coordinator, Wilonda Green at [wilonda@globalstrategicoperatives.org](mailto:wilonda@globalstrategicoperatives.org) and GSO Co-Founder, Deborah O'Hara-Rusckowski at [deb@globalstrategicoperatives.org](mailto:deb@globalstrategicoperatives.org).

### Agreement Execution

To get started, simply review and accept this agreement by signing below and emailing it back to the GSO Coordinator at [wilonda@globalstrategicoperatives.org](mailto:wilonda@globalstrategicoperatives.org)

AGREED AND ACCEPTED BY:

\_\_\_\_\_

DATE:

\_\_\_\_\_





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## **Travel Expense Reimbursement Document** **(Please keep for your records)**



## TRAVEL EXPENSE REIMBURSEMENT

Please complete this form and submit all supporting receipts within 14(fourteen) days of training completion. When completed, all supporting receipts and this document must be submitted to Kevin at [accounting@theselahway.org](mailto:accounting@theselahway.org) and copied to GSO Coordinator, Wilonda Green at [Wilonda@globalstrategicoperatives.org](mailto:Wilonda@globalstrategicoperatives.org). All questions can be directed to the GSO Coordinator.

<b>NAME</b>		<b>SITE</b>	
<b>EMAIL</b>		<b>DATE</b>	
<b>PHONE</b>		<b>RECEIPTS ENCLOSED</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO

### ASSIGNMENT

Date(s)	Description

### EXPENSES

Category <i>(Meal, Transportation, Accommodations, Other)</i>	Date(s) <i>(Expense Made)</i>	Details <i>(Vendor)</i>	Amount <i>(Including tip)</i>




Signature \_\_\_\_\_

Date \_\_\_\_\_

