



Global Strategic Operatives
— for the Eradication of Human Trafficking —
Initiated at the United Nations 2018

GSO Non-Clinical Leader
Human Trafficking Survivor Expert
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

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
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

GSO Checklist

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 engagement sharing your experience (e.g. at a community or faith-based gathering)
- 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

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

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

Expertise/lived experience

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

General

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

How did you hear about the opportunity with GSO?

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?

Do you know a language other than English: Yes No Language: _____ Speak/Read/Write

Do you have access to transportation? Yes No

References

Two professional references (*excluding family members*)

Reference

Name

Phone

Relationship

Email Address

Reference

Name

Phone

Relationship

Email Address

Emergency Contact

Please print clearly

Full Name

Primary Address

Primary Phone

Relationship

City/State/Zip

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 Non-Clinical Leader – Human Trafficking Survivor Expert

This agreement serves as a statement of expectations between Global Strategic Operatives (GSO) and the identified per-diem independent contractor (GSO Non-Clinical Leader – Human Trafficking Survivor Expert) referred in this agreement as (GSO Survivor Expert) 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

This agreement allocates the GSO Human Trafficking training sessions for the 2020 – 2021 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

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

- Completed GSO per-diem / independent contractor application
- Professional Bio
- Video submission

Live Trainings

Scope of Work / Expectations

Non-Clinical Leader – (*Human Trafficking Survivor Expert*)

The GSO Survivor Expert will collaborate with the GSO Clinical Leader in presenting 2(two) GSO Human Trafficking 101 training sessions a day to designated healthcare system providers and professionals for the assigned 2(two) day training period.

Expectations – GSO Survivor Expert is expected to support the GSO Clinical Leader in training the designated healthcare system providers and professional by sharing their lived experience, personal testimonies and recommendations throughout the GSO Human Trafficking 101 training presentation. The GSO Survivor Expert is NOT to exceed 2(two) training sessions a day for the 2(two) day site assignment. Survivor Expert will be paired with another survivor and presenting 2 of the 4 sessions each day. However, the GSO Survivor Expert is welcomed to stay onsite for the duration of the daily assigned training sessions as an observer.

Knowledge – GSO Survivor Expert is to be well versed in human trafficking education and can provide essential experiential insights on the human trafficking experience while sharing their specific expertise and best practices to the audience.

Inspiration – In collaboration with their assigned GSO Clinical Leader, GSO Survivor Expert must offer knowledgeable, thought-provoking and motivational learning session insights to encourage the audience to learn and understand the survivor perspective.

Engagement Resources

Pre-Training Preparation

To understand the needs of your audience and prepare relevant content, GSO will provide the GSO Survivor Expert with training materials, i.e. GSO Human Trafficking 101 power point presentation along with all supporting documentation to better equip the GSO Survivor Expert in collaborating with their assigned GSO Clinical Leader. GSO Survivor Expert is expected to review all materials to be able to add experiential insights where applicable. It is required of the GSO Survivor Expert to timely submit all requested documents; i.e. GSO application, professional bio and video submission for review. All documents and recorded training submission must be received and approved by the GSO Leadership Team prior to the GSO Survivor Expert placement. Once approved, the GSO Survivor Expert will be contacted and scheduled for site training.

At-Training Participation

The GSO Survivor Expert will collaborate with the GSO Clinical Leader in presenting 2(two) GSO Human Trafficking 101 training sessions per day using the below 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
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

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 Survivor Expert compensation of \$300.00 per training session based on 2(two) training sessions per day for a total stipend amount of \$1,200.00 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 Survivor Expert 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 and copied to GSO Coordinator, Wilonda Green and GSO Co-Founder, Deborah O'Hara-Ruscowski. 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 Survivor Expert 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 Survivor Expert, 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 Survivor Expert between the venue, airport and hotel; meals for the GSO Survivor Expert for which receipts are provided; and all other reasonable, documented expenses as stated below necessary to the GSO Survivor Expert during the training time period.

(a). **Airfare** - GSO encourages the GSO Survivor Expert to seek the most economical way(s) of travel. The GSO Survivor Expert 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 Survivor Expert 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 Survivor Expert should choose to upgrade, GSO will only reimburse for the economy rate.

(b). **Ground Transportation** - GSO will reimburse the GSO Survivor Expert 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 Survivor Expert 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 Survivor Expert 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 Survivor Expert 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 Survivor Expert immediately with more information and next steps. In addition, the GSO Survivor Expert will be issued a postponement/cancellation compensation in the amount of \$120.00 which represents 10% of the GSO Survivor Expert training compensation.

Virtual Trainings

Scope of Work / Expectations

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Engagement Resources

Pre-Training Preparation

To understand the needs of your audience and prepare relevant content, GSO will provide the GSO Survivor Expert with training materials, i.e. GSO Human Trafficking 101 power point presentation along with all supporting documentation to better equip the GSO Survivor Expert in collaborating with their assigned GSO Clinical Leader. GSO Survivor Expert is expected to review all materials to be able to add experiential insights where applicable. It is required of the GSO Survivor Expert to timely submit all requested documents; i.e. GSO application, professional bio and video submission for review. All documents and recorded training submission must be received and approved by the GSO Leadership Team prior to the GSO Survivor Expert placement. Once approved, the GSO Survivor Expert will be contacted and scheduled for site training.

Virtual Training Participation

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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

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 Survivor Expert compensation of \$200.00 per training session.

Questions

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

AGREED AND ACCEPTED BY:

DATE:





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

