**Cleveland Rape Crisis Center**

**Job Description**

# Position: Manager of Sexual Assault Kit Initiative (SAKI)

# Reports to: Senior Director of Victim Services and Outreach

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**Position Summary:**

The Manager of SAKI communicates extensively with partner agencies and assists in the coordination of activities required for the Sexual Assault Kit Initiative (SAKI) led by the Cleveland Division of Police to address the issue of untested sexual assault kits remaining in its possession.  This position reports directly to a CRCC Program Director and supports the Commander of the Special Victims Bureau of the Cleveland Division of Police in ensuring project milestones are met and that systems, policies and protocols developed by the multi-disciplinary SAKI team are implemented.

The SAKI Manager also provides day-to-day supervision to CRCC’s SAKI Victim Specialists to assure that all survivors whose cases involve untested sexual assault kits receive trauma-informed victim notification, timely support services, and information as they participate in criminal justice process. This position will also actively participate on the Cuyahoga County Sexual Assault Kit Task Force and assist with providing training for law enforcement, prosecutors, judges, and other community professionals.

**Principal Duties and Responsibilities:**

**Administrative Duties:**

* Serve as project liaison for the SAKI Team and regularly communicate with members
* Coordinate the SAKI Multidisciplinary Team as it develops victim-centered protocols and policies that produce comprehensive reform of

the jurisdiction’s approaches to sexual assault cases resulting from evidence found in previously untested sexual assault kits (SAKs)

* Assist in the development of protocols and policies that support improved coordination and collaboration among laboratories, police, prosecutors, and victim service providers
* Actively participate and assist in the coordination of SAKI Multi-Disciplinary Team (MDT) meetings and action items that require follow-up
* Collect, compile and maintain documentation
* Network, outreach and communicate with agencies, systems and community members to gather input on improving processes related to untested sexual assault kits (SAKs)
* Support Cleveland Division of Police in gathering, compiling, disseminating and maintaining statistical data and records for the project; partner with researchers to assess data
* Work with Cleveland Division of Police in all areas of program development and sustainability of SAKI MDT
* Work with the assigned SAKI Training and Technical Assistance provider (RTI) to provide requested trainings and technical assistance to SAKI Team members and others, as applicable; function as point person for site visits
* Communicate with other consultants to assure best practices are being implemented
* Provide administrative coordination for the inventory, tracking and testing of unsubmitted SAK’s
* Respond to written, telephone, in-person, and e-mail inquiries from local, state, and national agencies relating to SAKI effort to reform the testing of sexual assault kits
* Develop materials to inform the public about SAKI, including brochures, public service announcements, and maintenance of the SAKI website
* Prepare and submit all necessary project reports and updates

**Staff Management:**

* Work with the SAKI Victim Specialists to ensure that victims/survivors who are notified of their previously untested SAKs receive support services and ongoing notification regarding their cases
* Responsible for hiring, training, supervision and performance management of SAKI Victim Specialists and interns.
* Assure that project and staff achieve set goals
* Responsible for quality improvement activities

**Additional Responsibilities:**

* Attend and participate in departmental, organization-wide and other meetings
* Act in the best interest of the organization, reflecting the values of teamwork, collaboration and mutual respect
* Perform other duties as needed or directed

**Qualifications:**   Bachelor degree, Master’s degree preferred. Five years paid experience in human services or criminal justice programs with experience in at least two of the following areas:  program or project administration, program development or planning (needs assessment, problem identification, analysis, and recommendations), grant management (grant writing, project monitoring, and evaluation).  Knowledge of the criminal justice system.  Computer competency; good analytical, writing, organization, excellent communication, and people skills are required. Supervisory experience required. Must be able to maintain confidentiality of information. Much of the work is performed in an office setting within a law enforcement environment.

**Hours of Work:** This is a full-time position (40 hours/week).

**Salary:** Commensurate with experience. Excellent benefits and work environment.

Cleveland Rape Crisis Center is an equal opportunity employer