

## **Cleveland Rape Crisis Center**

**Position:** Victim Specialist (Child Advocacy Center)

**Reports to:** Manager of Victim Services

**Position Summary:** The Victim Specialist is primarily responsible for providing trauma informed crisis and ongoing support and advocacy to child sexual abuse and rape survivors in the medical (acute and non-acute) and judicial systems. The Victim Specialist provides a broad range of services to empower a survivor including, but not limited to: educating and facilitating the victim's family's decision making, serving as a liaison between agencies, accompanying/staying with the victim during court appointments, conducting safety planning. The Victim Specialist is a member of the Child Advocacy Center's Multidisciplinary Team. The victim advocate will also assist with providing training for law enforcement and other community professionals.

### **Principal Duties and Responsibilities:**

- Provide victim assistance in the medical and judicial systems to survivors and co-survivors
- Accompany clients during medical and forensic exams in SANE Units, attend Child Medical Exam if requested by the family or the law enforcement
- Accompany clients to police interviews, grand jury, meetings with prosecutors, and court proceedings
- Educate non-offending caregiver(s) about sexual abuse and the various systems that may become involved with their family
- Perform a safety assessment of the family and develop and recommend a safety plan for the child victim and family
- Answer any questions related to the investigative process and provide feedback to the assigned Child Protective Service worker and/or law enforcement officer
- Coordinate with other advocates that may be working with the child and family
- Maintain contact with the victim and family throughout the investigation and prosecution when requested by the family
- Assist the family in accessing services
- Maintain strict standards of confidentiality
- Make initial contact with the family once a DCFS report is filed
- Conduct intake for clients engaging in long term services
- Advocate for immediate service implementation and treatment options
- Provide victim assistance for clients from the Cuyahoga County Prosecutor's Office, Juvenile Court, and Cleveland Police Department Sex Crime and Child Abuse unit, local police departments
- Prepare and file Victims of Crime Compensation applications with clients
- Assist with trainings for community members, including roll call, in-service, grand jury,

etc.

- Serve as an active member on the Sexual Assault Response Team
- Communicate with other professionals involved with the client/case as necessary
- Provide back-up coverage of 24 hour support line as needed. Provide emergency line coverage as needed
- Maintain statistics in Apricot
- Attend BASICS Academy through the Ohio Attorney General's Office
- Participate in coalitions directly related to advocacy, survivors and the criminal justice system
- Attend Professional Development opportunities, as scheduled clinical supervision
- Facilitate psychoeducational Groups for clients as needed
- Submit monthly reports of activities
- Perform other duties as assigned

**Hours of Work:** This is a full-time (40 hours/week) nonexempt position. Flexible scheduling required, weekend and evening hours as needed.

**Qualifications:** Associate's Degree (Bachelor's degree preferred) with two years experience in a related field, or five years work experience in a related field, LSW a plus. Must have ability to build relationships, collaborate internally and externally, evaluate and communicate effectively with diverse audiences, staff, volunteers and partners both verbally and in writing. Strengths-focused and trauma informed approach. Professional/business attire required. Must be able to travel throughout Cuyahoga County. To maintain reliable transportation, and both an acceptable driving record and automobile insurance, with acceptable coverage for business driving/transporting of consumers, in accordance with CRCC policies.

Cleveland Rape Crisis Center is dedicated to building a culturally diverse and pluralistic staff committed to teaching and working in a multicultural environment. Qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.