

CLEVELAND RAPE CRISIS CENTER

**Position:** Victim Services Team Intern

**Reports to:** VST Coordinator & Volunteer & Internship Coordinator

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**Position summary:**

The VST Intern is responsible for providing support to the Victim Services Team including attending court, outreach to clients, and data compilation.

**Principle Duties and Responsibilities:**

- Attend and successfully complete Volunteer training
- Direct outreach to CRCC clients, including referral calls, check-ins, and updates
- Attend court hearings and support clients through the criminal and civil justice systems with a trauma informed approach
- Administer client satisfaction surveys and data entry
- Create reports for the Victim Services Team Leadership
- Gather and compile client information for Victims of Crime compensation
- Administer Quality Assurance across the Victim Services Team

**Qualifications:**

- Working toward a Bachelor's degree in Criminology, Sociology, Psychology, Criminal Justice, or related field
- Committed to the mission of CRCC to prevent sexual violence, serve, and advocate for survivors
- Passionate about social justice issues
- Ability to connect with others, quickly establish rapport, and forge strong relationships
- Ability to follow up and follow through when faced with communication and partnership challenges
- Skilled at remaining calm and clear-headed in stressful or unanticipated situations
- Ability to maintain confidentiality
- Possess the ability to have cultural humility while working with unserved, underserved, inadequately served, marginalized and vulnerable populations
- Self-starter, highly motivated, keen attention to detail
- Adaptability
- Excellent organizational skills
- Valid OH driver's license and reliable transportation

**Hours of work:** This is a part time position (16-20 hours per week). Flexible scheduling required, weekend and evening hours are occasionally required, on an as-needed basis.

**Salary:** Unpaid

**Start:** As soon as possible

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 internships 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. **Members of the LGBTQ+ community strongly encouraged to apply.**

Updated 5.1.2019