

Cleveland Rape Crisis Center

Position: Victim Specialist
Reports to: Manager of Victim Services

Position Summary: The Victim Specialist is primarily responsible for providing trauma informed crisis intervention and ongoing support and advocacy to survivors in the medical 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 decision making, serving as a liaison between agencies, accompanying/staying with the victim during court appointments, conducting safety planning. The Victim Specialist will also assist with providing training for law enforcement, prosecutors, judges, and other community professionals.

Principal Duties and Responsibilities:

- Provide victim assistance in the medical and judicial systems to survivors and co-survivors.
- Accompany clients to police interviews, grand jury, meetings with prosecutors, and court proceedings.
- 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.
- Provide follow-up and referral services to clients.
- Participate in coordination of care for clients who access multiple services at CRCC.
- Prepare and file Victims of Crime Compensation applications with clients
- Assist with training hotline and volunteer advocates.
- 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.
- Build relationships with other professionals, including police departments, prosecutor's office, probation/parole, other SART members, etc.
- Provide back-up coverage of 24 hour support line as needed. Provide emergency line coverage as needed.
- Maintain justice system advocacy 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 contracted position (40 hours/week). 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. Must have ability to build relationships, collaborate internally and externally, evaluate and develop programs, and communicate effectively with diverse audiences, staff, volunteers and partners both verbally and in writing. Professional/business attire required. Must be able to travel throughout Cuyahoga County.

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.