

**Cleveland Rape Crisis Center  
Job Description**

**Position:** Director of Project STAR

**Reports to:** Chief Advocacy Officer

---

**Mission Statement:**

Cleveland Rape Crisis Center (CRCC) supports survivors of sexual violence; promotes healing and prevention; and creates social change.

**Position Summary:** The Director of Project STAR provides leadership, coordination and programmatic oversight. In coordination with the Chief Advocacy Officer, the director will conduct research and program development to enhance CRCC's services to trafficked individuals. The Director will work collaboratively with other program directors to ensure the coordination of services is efficient and timely for all clients.

**Principal Duties and Responsibilities:**

**Program:**

- Provide leadership for program growth and innovation, identify ways to meet emerging client and community needs to keep the program relevant.
- Supervise the Project STAR team, assure that program and staff achieve set goals, provide professional development to build resilience and prevent burn out.
- Identify and establish partnerships with organizations that will assist survivors of human trafficking in areas of workforce development, education, long-term housing, etc...
- Provide internal and external trainings on the dynamics of human trafficking.
- Develop and implement a human trafficking outreach plan.
- Assure that program and staff achieve set goals.
- Conducts performance reviews.
- Assure the department has competent, qualified staff able to fulfill their job requirements at all times.
- Assure that a formal orientation program is in place for all positions and that new employees complete their orientation and are able to perform the functions of their job.
- Provide assistance and support on performance management and in partnership with the other directors as needed.
- Provide technical assistance in the areas of meeting planning, communications, skill development, etc.

- Assure program fulfills all legal, regulatory, and contract requirements, as well as adheres to internal policies and procedures, thus assuring quality of service and integrity of internal operations and systems.

### **System Change**

- Serve as an active member on coalitions and multidisciplinary teams that address human trafficking.
- Build and maintain relationships with other professionals, including police departments, prosecutor's office, probation/parole, specialized court dockets, other SART members, etc. in Cuyahoga, Geauga, Lake and Ashtabula Counties.
- Enhance systems ability to respond to human trafficking survivors in a trauma informed manner.
- Educate medical, law enforcement and social services professionals about best practices in working with sex trafficking survivors, act as an educational resource and provide support to mental/physical health personnel and the Cuyahoga, Lake, Geauga and Ashtabula communities.

**Qualifications:** Master's degree in Social Work or Counseling, with valid OH license (LISW-S, LPCC-S) required. 5 plus years of experience providing direct services to the community in working with survivors of sexual violence and human trafficking AND minimum of 3 years supervising staff required. Experience working with marginalized populations and managing programs is required. Must be able to travel in North East Ohio and have valid driver's license.

**Hours of Work:** This is a full-time position (40-hours a week) requiring flexible hours of work for the purpose of meeting the need of survivor of sexual assault – some evenings and weekend hours required.

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.