

## Cleveland Rape Crisis Center

**Position:** Victim Specialist - SAKI

**Reports to:** Manager of SAKI

---

**Position Summary:** The Victim Specialist is primarily responsible for providing trauma informed crisis 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: victim notification, 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 advocate will also assist with providing training for law enforcement, prosecutors, judges, and other community professionals.

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

- Assist with notifying survivors that their SAK was tested and the results of the test in a trauma informed manner
- Provide victim assistance in the judicial system to survivors and co-survivors
- Accompany clients to police interviews, grand jury, meetings with prosecutors, and court proceedings
- Provide victim assistance for clients when engaging with Cuyahoga County Prosecutor's Office, Juvenile Court, and Cleveland Police Department Sex Crime and other local police departments
- Provide follow-up and referral services to clients
- 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 Cuyahoga County Sexual Assault Kit Task Force
- 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.

**Qualifications:** Associates' degree with two years of experience in a related field providing direct services to the community in a human services program, or five years of work experience in a related field required. Must have ability to build relationships and collaborate internally and externally. Must be able to communicate effectively with diverse audiences, staff, volunteers and partners both verbally and in writing; able to assess the needs of clients under emotional stress and refer to appropriate resources. Must be able to handle graphic accounts of crimes, interact effectively with emotionally upset survivors and maintain confidentiality of information. Must be able to travel in North East Ohio and have valid OH 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 survivors of sexual assault – some evenings and weekend hours required. This position requires travel within the communities we serve.

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.