

Cleveland Rape Crisis Center

Position: Keys for Deaf Access Manager

Reports to: Director of Outreach and Community Partnerships

Position Summary: The Keys Manager works with the Director of Outreach and Community Partnerships and the Key's Task Force, to develop culturally responsive access to services for deaf and hard of hearing survivors of rape, sexual abuse and other forms of interpersonal violence. The Manager leads the collaboration in seeking culturally informed community driven solutions from survivors and their supporters. The Manager is responsible for leading development of a strategic plan with support from technical assistance through the Office on Violence Against Women (OVW) and will support implementation, evaluation of outcomes and assurance of program sustainability.

Principal Duties and Responsibilities:

- Build and maintain relationships across collaboration, including guiding group in determining what partners should sit at the collaboration table.
- Build knowledge about grant program and intersection of sexual violence and identification with the deaf and hard of hearing community.
- Lead collaboration through planning and development phase, culminating in the creation of a strategic plan, with technical support from OVW.
- Investigate the needs, strengths and gaps for sub-sets of people with hearing loss or deafness, e.g. teenagers, men, etc. as part of needs assessment portion of strategic planning.
- Research and identify reliable assessment tools, training curricula and best practice policies related to sexual violence and access to service for the deaf and hard of hearing community.
- Assist with review of pilot agencies policies, procedures, and practices; make recommendations to improve practice around engaging deaf and hard of hearing individuals and communities in services across the continuum of care for survivors of sexual violence.
- In year two and three, oversee and manage implementation and evaluation of strategic plan.
- Draft and edit deliverables based on discussion with collaboration, informed by best practice in prevention and treatment of interpersonal violence and sexual assault against individuals who are deaf or hard of hearing.
- Serve as liaison to Vera, technical assistance agent in partnership with OVW.
- Coordinate submission of deliverables to ensure document process and products are in line with OVW expectations and meeting deadlines.
- Meet regularly with Vera point person to bring guidance and feedback on process back to collaboration.

- Attend monthly Program Manager conference calls and Vera sponsored webinars.
- Attend national trainings and site director meetings as needed. Some interstate travel required.
- Manage meeting scheduling, develop agendas, facilitate and document decisions regarding planning and development deliverables.
- Keep leadership of collaboration agencies apprised of activities and decisions made.
- Complete indicators and support grants and contracts team in collection and submission of data as well as tracking activities for semi-annual reporting.
- Ensure comprehensive and timely data entry into Apricot and the Community Relationship Management system.
- Coordinate in-person site visits with Vera.
- Oversee work groups if applicable.
- Perform other duties as assigned.

Qualifications: Bachelor's Degree with 3 years' experience in a related field required. Must have strong skills in project management and planning. Meeting deadlines and managing multiple tasks at once is critical. Needs to have an understanding of service delivery across continuum of care regarding survivors of sexual violence. 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. Ability to manage conflict and facilitate productive work groups is essential. Interest in development, review and drafting of policies preferred. Commitment to social justice and building culturally responsive solutions to the prevention and treatment of sexual violence is required. Public health and/or community-based program development preferred. Fluency in American Sign Language and comprehensive understanding of Deaf Culture preferred. Valid OH driver's license required.

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. This position requires travel within the community.

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.

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