

**Cleveland Rape Crisis Center
Job Description**

Position: Manager of Anti-Human Trafficking

Reports to: Director of Anti-Human Trafficking

Position Summary: The Anti-Human Trafficking Manager oversees the activities of Project STAR and provides day-to-day supervision to CRCC's Project STAR Victim Specialists to assure that all survivors of sex trafficking receive trauma informed crisis and ongoing support, case management and advocacy. This position may also serve as an active member of the Collaborative to End Human Trafficking and assist with providing training for law enforcement, prosecutors, judges, and other community professionals. This position serves Cuyahoga County, Lake County, Geauga County and Ashtabula.

Principal Duties and Responsibilities:

Staff Management:

- Responsible for hiring, training, supervision and performance management of all Victim Specialists and interns.
- Assure that programs and staff achieve set goals.
- Responsible for quality improvement activities.
- Assist with training hotline and volunteer advocates.

Administrative Duties:

- Lead various projects to enhance our partnership with Cleveland Division of Police.
- Coordinate and facilitate on-going training for Cleveland Division of Police to include roll call, in-service and police academy.
- Work closely with Director to make sure that the scope and direction of each project meets the goals and objectives of the department, as well as those of the agency's strategic plan
- Provide regular updates on project status and outcomes that can be shared with CAO.
- Monitors incoming documentation to ensure quality documentation standards.
- Receives on-going supervision.

- Provides direct supervision to staff. This includes the establishment and monitoring of performance objectives and performance appraisals.
- Networks closely with other agency staff for the purpose of services facilitation and developing efficient procedures for getting new clients into services.
- Maintain statistics for grant reporting.
- Attend Professional Development opportunities, as scheduled clinical supervision.
- Submit monthly reports of activities.
- Perform other duties as assigned.

System Change:

- Serve as a Member of the specialized human trafficking dockets throughout service delivery area.
- Participate in coalitions directly related to sex trafficking.
- Maintain effective communication with other direct service members for service coordination and to assure timely services for all survivors.
- Implement and maintain a comprehensive and culturally competent referral database.
- Develop and facilitate trainings for community members and other professionals.

Direct Service:

- Facilitate program services such as psycho-educational groups and workshops to survivors.
- Provide back-up coverage to Project STAR Victim Specialist.

Qualifications: Bachelor's degree required, MA with LSW preferred. Two years of experience in a related field providing direct services to the community in a human services program, or five years' work experience in a related field AND one (1) year of experience in a public safety, health, social services or community-based program that included responsibility for supervision of staff providing client services, or community resource coordination required. Supervisory experience a MUST; demonstrated fairness and sound judgment; demonstrated ability to manage and prioritize multiple and simultaneous requests for services; ability to assess client needs and demonstrated ability to identify appropriate initial response plans; to remain calm and reassuring in crisis situations and to intervene appropriately; Must have ability to build relationships, collaborate internally and externally, and 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 resource, handle graphic accounts of crimes, interact effectively with emotionally upset survivors; Maintain confidentiality of information; 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 needs of clients and the program – 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.