

## **Cleveland Rape Crisis Center**

**Position:** Advocate – Spanish Bilingual Preferred

**Reports to:** Advocacy Manager

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**Position Summary:** The Advocate is primarily responsible for providing trauma informed crisis and ongoing support and advocacy to survivors in the medical and judicial systems. The Advocate 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 advocate 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 advocacy 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
- 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.

**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' work experience in a related field required. 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 resources, 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 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 survivor of sexual assault – some evenings and weekend hours required. Spanish Bilingual Preferred. 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.