

## Cleveland Rape Crisis Center Job Description

**Position:** Director of Project STAR  
**Reports to:** Chief Advocacy Officer

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### **Mission Statement:**

Cleveland Rape Crisis Center (CRCC) supports survivors of rape and sexual abuse, promotes healing and prevention and advocates for social change.

### **Position Summary:**

The Director of Project STAR provides leadership, coordination and programmatic oversight and expansion of Project STAR. In coordination with the Chief Advocacy Officer, the director will conduct research and program development for a drop-in center dedicated to serving survivors of human trafficking. 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.
- Research best practices and program design for a drop-in center.
- 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 with the Collaborative to End 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.
- Identify systems inability to respond to human trafficking survivors in a trauma informed manner and identify necessary solutions.
- Participate in coalitions directly related to field.
- 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 LISW-S or LPCC-S license is required. Five plus years of experience providing direct services to the community working with survivors of sexual violence and human trafficking is required. A minimum of five years supervisory 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/week). Flexible scheduling required, weekend and evening hours as needed.

**Salary:** Commensurate with experience. Excellent benefits and work environment.

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.