

Partners for Peace  
Formally known as Spruce Run-Womancare Alliance  
TRANSITIONAL SERVICES ADVOCATE

The staff operates by consensus in a collaborative manner. Each employee is assigned to a team which is led by a member of the Leadership Team. All staff strive to incorporate into their programs the input and experiences of people affected by domestic violence and abuse.

**Purpose of position:** The Transitional Services Advocate coordinates services and provides case management for the organization's Bangor area fixed and scattered site transitional housing residents.

**Status:** Exempt

**Team:** Residential Team

**Location:** Bangor

**Specialized responsibilities of this position:**

1. Collaborate with the Residential Team Leader, and other residential team members in developing and maintaining programming for transitional housing residents including case management, advocacy, and other support and referral services as outlined by DOJ's Transitional Services grant.
2. In collaboration with housing agencies, residential team leader, and direct service advocates, coordinate the application completion and program approval process for potential transitional housing residents, including processing calls, assessments, intake meetings, and leasing up new residents. Participate in the above whenever possible.
3. Work directly in partnership with residents to assess needs, safety plan, and create goals identified by the resident to increase safety and independence and obtain permanent housing.
4. Collaborate with CHOM, property owners and managers, housing authorities and local service providers to enhance services to families in the transitional housing program.
5. Participate in activities related to grants and Maine Care requirements, including maintaining appropriate records and statistical information for reports.
6. In collaboration with the Shelter Advocate, coordinate donation organization and distribution for the residential program.
7. Coordinate and maintain the operations of the Bangor transitional housing community center.
8. Collaborate with grant specified MOU partners for referrals, partnerships, and educational opportunities that enhance resident safety and stability.
9. Perform other duties as assigned.

**Minimum qualifications for this position:**

1. Basic requirements as listed in Responsibilities of All Staff.
2. Ability to meet requirements for DHHS Targeted Case Management Section 13-07.2B\* unless employed at organization since 2009.
3. Must have reliable transportation and proof of insurance; travel is required.
4. One year's case management experience strongly preferred.

**Common responsibilities of all positions:**

1. Deliver direct services to people affected by domestic abuse.
2. Deliver community education programs.
3. Participate in interagency networking and other activities as indicated by agency needs and individual job responsibilities, including but not limited to the Maine Coalition to End Domestic Violence.
4. Participate in organizational activities including staff meetings, committee meetings, in-service training, peer evaluations, and program planning.
5. Participate in recruitment, screening, training, and support of volunteers.
6. Report and/or compile statistics and units of service accurately and timely.
7. Participate in fiscal management of the organization and/or program.

**Requirements common to all positions:**

1. Successful completion of the organization's core direct service (hotline) training
2. Understanding of domestic violence and abuse
3. Understanding of and ability to maintain confidentiality
4. Willingness and ability to employ the self-help model of service delivery
5. Reliable transportation and required insurance
6. Willingness and ability to work flexible hours, including some nights and weekends
7. Capability to provide 24 hour confidential hotline coverage as scheduled
8. An understanding of requirements of funding for one's position and the organization in order to participate in meeting those requirements
9. Ability to work effectively as a member of a team and participate in consensus decision making
10. Effective written and oral communication skills
11. Basic computer skills
12. Comfort with diverse populations

\* DHHS Targeted Case Management Section 13-07.2B Qualifications: Staff must have a minimum of a:

1. Bachelor's Degree from an accredited four (4) year institution of higher learning with a specialization in psychology, mental health and human services, behavioral health, behavioral sciences, social work, human development, special education, counseling, rehabilitation, sociology, nursing or closely related field, OR
2. Master's Degree in social work, education, psychology, counseling, nursing or closely related field from an accredited graduate school, OR
3. Bachelor's Degree from an accredited four (4) year institution of higher learning in an unrelated field and at least one (1) year of full-time equivalent relevant human services experience, OR...
5. Have been employed on 8/1/2009 as a case manager providing services under the former subsections of Section 13. A person so employed will be considered qualified for the purposes of this section.

Partners for Peace is an Equal Opportunity Employer