

Partners for Peace
RURAL 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 Rural Transitional Services Advocate coordinates transitional services and provides case management for the organization's rural transitional housing residents.

Status: Non-Exempt

Team: Rural Outreach Team

Location: Dover-Foxcroft, significant travel required

Specialized responsibilities of this position:

1. Collaborate with the Rural & Residential Team Leaders Penquis, and other residential staff to develop and maintain programming for rural transitional housing residents including case management, advocacy, and other support and referral services as outlined by Rural Transitional Services grant.
2. In conjunction with Penquis, the Rural Team Leader, and direct service advocates coordinate the application and program approval process for potential rural transitional housing residents by completing assessments, coordinating intake meetings, and leasing up new residents.
3. Collaborate with Penquis, local area housing agencies and service providers to enhance services to families in the rural transitional housing program. This includes working in partnership with residents to assess needs, safety plan, and create goals to increase independence and obtain permanent housing.
4. Participate in activities related to grants and MaineCare requirements, including maintaining appropriate records and statistical information for reports.
5. Maintain the operations of the Northern Penobscot County transitional housing office.
6. Collaborate with grant specific MOU (Memorandum of Understanding) partners for referrals, partnerships, and educational opportunities that enhance resident safety and stability.
7. Perform other duties as assigned.

Minimum qualifications for this position:

1. Basic requirements as listed in Responsibilities of All Staff.
2. Bachelor's degree and at least one year's case management experience (unless employed at organization since 2009) strongly preferred
3. Must have reliable transportation and proof of insurance; extensive travel is required.

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

Partners for Peace is an Equal Opportunity Employer

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