

Partners for Peace
SYSTEMS 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 Systems Advocate assures provision of consistent, high quality advocacy services. This position coordinates the Direct Service schedule for staff and volunteers and is responsible for recruiting and supporting volunteers, interns and work study students. This position is also responsible for maintaining resource information.

Status: Non-Exempt

Team: Systems Advocacy

Location: Primarily Bangor, occasionally Dover-Foxcroft

Specialized responsibilities of this position:

1. Ensure availability of 24 hour helpline and staff back up support; assure provision of consistent, high quality advocacy services.
2. Coordinate recruitment and support of volunteers, interns, and work study students; participate in Partners for Peace community events as they relate to volunteer engagement and recruitment and appreciation.
3. Coordinate supervision of interns and work-study students.
4. In conjunction with the Community Response Team, participate in the coordination of the organization's core advocacy training for new staff, volunteers, and interns in the Bangor Resource Center.
5. Assure availability of consistent and accurate resource information for advocates, helpline volunteers, and interns.
6. Work with the Operations Administrator to ensure quality of data and data entry in the client database for reporting purposes.
7. Perform other duties as assigned.

Minimum qualifications for this position:

1. Basic requirements as listed in Responsibilities of All Staff.
2. Understanding of the impact of community systems and institutions on people affected by domestic violence
3. Ability to facilitate the core advocacy training.
4. Three to five years relevant education and/or experience.
5. Ability to work effectively with diverse populations.
6. Experience using client database software.

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