

Partners for Peace
DIRECT 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: This position supports and engages in the organization's outreach program out of the agency's Dover-Foxcroft resource center by providing crisis intervention and advocacy services, coordinating resource information, supporting volunteer programming, and assisting with the upkeep of the building's direct service spaces.

Status: Non-Exempt

Team: Outreach Team

Location: Dover-Foxcroft

Specialized responsibilities of this position:

1. Provide crisis intervention and advocacy at the organization's Dover-Foxcroft resource center, outreach offices, and at other community locations as requested. *This includes but is not limited to group facilitation, walk-ins, and direct services off-site with law enforcement, healthcare, social service organizations, etc.*
2. Work with the Systems Advocate assure availability of consistent and accurate resource information for PFP advocates and helpline volunteers, specializing in resources available in the rural region.
3. Given direction from the Systems Advocate and Outreach Team provide for the recruitment, training, and support of volunteers at the Dover-Foxcroft resource center and throughout the rural region.
4. In conjunction with the Outreach Team, Operations Administrator and Office Support Advocate support daily office functions and maintain the public spaces in the Dover-Foxcroft Resource Center. *This includes but is not limited to office scheduling; filing; organizing, tracking and responding to in-kind donations and resource materials; coordinating the cleanliness and functionality of the center's spaces, and supporting larger office maintenance projects as needed.*
5. Perform other duties as assigned.

Minimum qualifications for this position:

1. Basic requirements as listed in Responsibilities of All Staff.

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

Approved March 2015