



*Bangor Office: PO Box 653
Bangor, ME 04402
(207) 945-5102*

*Dover-Foxcroft Office: PO Box 192
Dover-Foxcroft, ME 04426
(207) 564-8166*

Housing Navigator

Partners for Peace, the domestic violence resource center serving Penobscot and Piscataquis Counties, invites applications for a Bangor-based Housing Navigator. The ideal candidate is caring, dependable, enjoys working in a team, and is passionate about supporting survivors of domestic violence. We offer generous benefits and a supportive and flexible workplace. This position offers significant opportunities for on-the-job training and professional growth.

Open Position: Housing Navigator

Classification: Non-Exempt (Hourly)

Work Hours: 40 hour work week between the hours of 8am-5pm and predictable overnight and weekend work related to the 24-hour helpline

Location: Bangor

Travel: Limited (Valid driver's license and reliable transportation required)

Pay/Benefits: starting pay is \$39,140-42,230 annually, depending on experience, and generous benefits including 100% employer-paid health and dental insurance, retirement matching, and paid time off, including 14 paid holidays annually.

The **Housing Navigator** has primary responsibility for Emergency Shelter and Housing Assistance Program (ESHAP) Navigator services. The Housing Navigator collaborates with the shelter program staff in developing and maintaining shelter programming and works directly with guests to provide individual and group support for housing needs. Shelter team members also support the organization's advocacy program by taking on-call 24-hour HelpLine shifts and providing in-person services (including occasional nights and weekends).

Essential Job Functions:

- Provide non-judgmental, empathetic, survivor-centered advocacy and crisis-intervention services, especially as it relates to sheltering and housing, to individuals and families affected by domestic violence, dating abuse, sexual assault, stalking, and human trafficking.
- Collaborate with shelter and housing staff in developing and maintaining programming of the shelter and shelter guests, providing advocacy and other support and referral services as outlined by Maine Housing's Emergency Shelter and Housing Assistance Program (ESHAP).
- Act as Primary Navigator for the agency; coordinate and provide ESHAP services, ensuring compliance with current Maine Housing program and reporting guidelines.
- Maintain current understanding and awareness of housing resources, available vouchers, housing regulations, and providers.
- Provide landlord and community outreach in both counties.
- Facilitate the Rent Smart curriculum for ESHAP participants as needed.



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- Work directly in partnership with shelter guests, transitional housing residents, and services only partners to assess needs, safety plan, and create goals identified by the individual to address barriers and obtain safe, stable, permanent housing.
- With Residential Team Advocates, coordinate Housing Stability Plan goals.
- Provide crisis intervention, ongoing housing planning, and advocacy backup to shelter guests and transitional housing residents in collaboration with Residential Team Staff.
- Perform accurate and timely database entry and maintain strict confidentiality for all guests and survivors

Position Requirements:

- Bachelor's Degree strongly preferred or relevant (work or life) experience
 - Human services or crisis response experience preferred
 - Excellent organizational skills and strong attention to detail
 - Successful completion of the organization's 45-hour Core Comprehensive Advocacy, Intervention, Response, and Ethics Training for new domestic violence advocates
 - Demonstrated ability to communicate and engage effectively and respectfully with shelter guests, survivors, community partners, landlords, and co-workers
 - Willingness to work a flexible schedule, including some nights and weekends
 - Enthusiasm for engaging with underserved populations and marginalized communities; ability to employ a survivor-centered, self-help model of service delivery and social justice advocacy.
 - Understanding of the impact of community systems and institutions on people affected by domestic violence, strangulation, sexual assault, dating abuse, stalking, and human trafficking
 - Experience with a variety of software applications including, but not limited to Google suite, data programs, Adobe, and Microsoft Office 365 programs
 - Must pass state background checks
 - Must be able to work in a fast-paced, non-smoking, trauma-informed, survivor-centered environment with the potential for stress
 - Must be able to do occasional lifting and transporting of materials.
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How to Apply:

Please submit a cover letter, resume, and list of three references via email: hiring@partnersforpeaceme.org; no phone calls please.

Applications will be reviewed as they are received and positions will remain open until filled. Incomplete applications will not be considered.

Partners for Peace is an Equal Opportunity Employer, 2022

Partners for Peace proudly celebrates all unique identities including, but not limited to; Black and Indigenous people and all people of color; women (trans and cis), intersex people, non-binary people, and men (trans and cis); young people and elders; poor and working-class people; people with disabilities; people with chronic mental health conditions; lesbian, gay, bisexual, asexual, pansexual people, and all others under the Q+ umbrella;



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monogamous and polyamorous people; immigrants and people with limited or no English proficiency; housed or unhoused people; and people of all faiths and traditions, no matter wealth, ability, intellect, sobriety, social status, or appearance. We acknowledge that this list is not all inclusive and will change as our knowledge grows.