



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

## Partners for Peace Shelter Advocate

**Job Title:** Shelter Advocate

**Classification:** Non-Exempt

**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:** Frequent travel required (valid driver's license and reliable transportation required)

**Supervisor:** Shelter Program Services Manager

**Starting Pay Range:** Level 1 - \$17.34-\$18.87 hourly wage (\$36,070-\$39,253 annually), depending on experience

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### Partners for Peace Mission & Vision

At Partners for Peace (PFP), it is our mission is to engage individuals and the community to end domestic violence in Penobscot and Piscataquis Counties. We provide support, advocacy and safety planning to anyone affected by domestic abuse. We foster safe and healthy relationships through prevention, education and training. Together with our community we recognize the nature of abuse, respond to it, and change the conditions which lead to it.

We believe that every person deserves to live in peace and equality, and that just and respectful relationships can change the world.

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**Purpose of position:** The Shelter Advocate provides individual advocacy, group support, and safety planning to shelter guests and is responsible for the physical plant management of the shelter building. 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).

#### Core Job Responsibilities of this Position:

1. Provide trauma-informed, survivor-centered, and inclusive advocacy, safety planning, and crisis support for people affected by domestic violence in person at the shelter building and in various community settings, including hospitals, law enforcement, and other public spaces, and through our 24-hour HelpLine during daytime shifts, some overnights and weekends;



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2. 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)
3. Provide support and consultation to Partners for Peace staff with processing and safety planning for potential shelter guests, including shelter calls, assessments, intake meetings, and sheltering new guests
4. Support shelter guests individually and by facilitating group house meetings to maintain a safe and healthy environment at shelter
5. Maintain a system for inventorying, purchasing and tracking of shelter goods and supplies, donation distribution, and provision of the agency food pantry in order to ensure the health and safety of the shelter guests
6. Perform weekly safety and maintenance inspections of the shelter building and schedule repairs to ensure adherence to appropriate codes and funding requirements
7. Provide support to volunteers at shelter, including planning and participating in volunteer projects/events at shelter
8. Perform other duties as assigned

**Qualifications Specific to this Position:**

- a) Bachelor's Degree preferred or relevant (work or life) experience
- b) Human services or crisis response experience preferred
- c) Ability to provide consistent high quality direct service support and advocacy to survivors of abuse and violence
- d) Demonstrated ability to communicate and engage effectively with coworkers and community members
- e) Understanding of the impact of various forms of oppression and systems on people affected by domestic violence, strangulation, sexual assault, dating abuse, stalking, and human trafficking
- f) Excellent organizational and collaborative decision-making skills

**Additional Qualifications:**



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- a) Successful completion of the organization's 45-hour Core Comprehensive Advocacy, Intervention, Response, and Ethics Training for new domestic violence advocates
- b) Sensitivity to and understanding of the impacts of trauma and the dynamics domestic violence, dating/partner abuse, sexual assault in relationships, stalking, and human trafficking, or willingness to learn
- c) Enthusiasm for engaging with diverse populations and marginalized communities
- d) Willingness and ability to employ a survivor-centered, self-help model of service delivery and social justice advocacy
- e) Willingness and ability to work flexible hours, including some nights and weekends
- f) Willingness and ability to provide 24-hour confidential helpline coverage as scheduled
- g) Dedication to the Partners for Peace Mission and Vision and Inclusivity Pledge

**Additional Requirements:**

- a) Must pass State Bureau of Investigation (SBI) check, Department of Health & Human Services (DHHS) Abuse and Neglect investigation, and Motor Vehicle Check
- b) Must provide own transportation (fully insured vehicle), provide proof of and maintain a valid driver's license, and compliance with Maine law regarding vehicle insurance
- c) Experience with a variety of software applications including, but not limited to data programs, Microsoft Word, Excel, and Office 365 programs
- d) Effective time management skills
- e) Ability to maintain and preserve confidentiality
- f) Ability to report and/or compile statistics and units of service accurately and timely
- g) Ability to understand the requirements of funding for one's position and the organization in order to participate in meeting those requirements
- h) Ability to work collaboratively with a variety of people as well as independently.

**Physical Requirements and Working Conditions:**

- a) Must be able to work in a fast-paced, non-smoking, trauma-informed, survivor-centered environment with the potential for stress
- b) Must be able to drive and be available to travel
- c) Must be able and willing to provide crisis response services and advocacy to survivors of domestic violence sometimes during evenings and weekends.
- d) Must be able to do occasional lifting and transporting of materials.



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*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; 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.*