**Housing Navigator**

**Job Description**

**Job Title:** Housing Navigator

**Classification:** Non-exempt (Hourly)

**Work Hours:** 40-hour work week between the hours of 8am-5pm and predictable on-call overnight and weekend work related to the 24-hour helpline, including some in-person advocacy

**Location**: Bangor

**Travel**: Frequent local travel required (valid driver’s license and reliable vehicle required)

**Supervisor:** Director of Housing and Shelter Services

**Starting Salary Range:** Level 2, depending on experience: $20.67-22.60/hour (43000-47000 annual)

**Training**: Significant training is required upon hire including 45-60 hours of internal training (Core Comprehensive Advocacy, Intervention, Response, and Ethics Training)

**Partners for Peace Mission & Vision**

At Partners for Peace (PFP), it is our mission 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.

**Purpose of position:**

The Housing Navigator has primary responsibility for the Maine Coalition to End Domestic Violence (MCEDV) Rapid Rehousing (RRH) program.HHh 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.

**Core Job Responsibilities of this Position:**

1. Collaborate with shelter and housing staff in developing and maintaining programming of the shelter, providing advocacy and other support and referral services as outlined by MCEDV RRH program.
2. Collaborate with area housing agencies, landlords, and local service providers, to enhance services to families in the residential program participants. Work in partnership with program participants to assess needs, safety plan, and create goals to increase safety and independence and obtain permanent housing.
3. Provide crisis intervention and advocacy to victims and survivors of domestic violence at the organization’s shelter building, Bangor Resource Center, and other community locations (hospitals, law enforcement agencies, courts, etc.) as requested.
4. Engage in direct support and advocacy with individuals and families affected by domestic abuse and violence, especially as it relates to sheltering and housing, including the staffing of PFP’s 24-hour helpline during daytime shifts, some overnights, and weekends.
5. Facilitate the Rent Smart curriculum for residential program participants as needed.
6. Provide general housing information and act as a housing resource for specialized advocacy to agency advocates and to people experiencing homelessness because of domestic abuse and violence.
7. Perform other duties as assigned.

**Qualifications Specific to this Position:**

1. Bachelor’s Degree required and additional education, training, or experience in human services preferred
2. Ability to provide consistent high quality direct service support and advocacy to survivors of abuse and violence
3. High level of organizational skills and attention to detail; ability to understand, navigate, and meet specific program regulations and requirements
4. Demonstrated ability to communicate and engage effectively with coworkers and community members

**Additional Qualifications:**

1. Successful completion of the organization’s 45-hour Core Comprehensive Advocacy, Intervention, Response, and Ethics Training for new domestic violence advocates
2. Understanding of the impact of various forms of oppression and systems on people experiencing domestic violence, strangulation, sexual assault, dating abuse, stalking, and human trafficking
3. Sensitivity to and understanding of the impacts of trauma and dynamics that exist in supporting victims/survivors of domestic abuse
4. Enthusiasm for engaging with diverse populations and marginalized communities
5. Willingness and ability to employ a survivor-centered, self-help model of service delivery and social justice advocacy
6. Willingness and ability to work flexible hours, including some nights and weekends
7. Willingness and ability to provide 24-hour confidential helpline coverage as scheduled
8. Dedication to the Partners for Peace Mission and Vision and Inclusivity Pledge

**Additional Requirements:**

1. Must pass State Bureau of Investigation (SBI) check, Department of Health & Human Services (DHHS) Abuse and Neglect investigation, and Motor Vehicle Check
2. 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
3. Experience with a variety of software applications including, but not limited to data programs, Microsoft Word, Excel, and Office 365 programs
4. Effective time management skills
5. Ability to maintain and preserve confidentiality
6. Ability to report and/or compile statistics and units of service accurately and timely
7. Ability to understand the requirements of funding for one’s position and the organization in order to participate in meeting those requirements
8. Ability to work collaboratively with a variety of people as well as independently;

**Physical Requirements and Working Conditions:**

1. Must be able to work in a fast-paced, non-smoking, trauma-informed, survivor-centered workplace, primarily in a confidential emergency shelter with adults, children, and pets affected by domestic abuse
2. Must be able to walk up and down stairs in a multi-story building, sit for long periods of time and do some bending and lifting up to 30 pounds
3. Must be able and willing to provide crisis response services and advocacy to survivors of domestic violence sometimes during evenings, holidays and weekends

Partners for Peace is an Equal Opportunity Employer, 2024

*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.*