



Two immediate openings for Housing and Resource Advocates

Mission Statement: In collaboration with local partners and all affected by abuse, TTD creates innovative responses and mobilizes our community to promote safety and challenge systems of oppression and violence.

Job Summary: The Housing and Resource Advocate is responsible for providing advocacy services and case management to residents of TTD's shelter for victims of domestic and sexual violence, dating violence, human trafficking and stalking. Additionally, the Housing and Resource Advocate is responsible for supporting residents in their efforts to achieve safe, stable housing in a short timeframe, and for working as part of the Residential Services program to enhance the safety and well-being of families in TTD shelter. This position will be based at our shelter in Portland, ME but will include regular work within the community and residential housing. Regular travel throughout Cumberland County required. This is a full-time (40 hours per week, Sunday-Thursday 12pm-8pm, Monday-Friday 9am-5pm and Wednesday-Sunday 12pm-8pm schedules available) hourly position starting at \$15.50 per hour. Through These Doors offers a generous benefit package for all eligible employees including health and dental coverage, earned time off, sick time, life insurance and pension.

Essential Duties & Responsibilities

- a. Provide safety planning, support, crisis intervention, and information and referral to community resources to victims and survivors of domestic and sexual violence, dating violence, human trafficking, and stalking.
- b. Refer and link victims and survivors of domestic and sexual violence, dating violence, human trafficking, and stalking to all TTD services including but not limited to emergency shelter, groups, legal resources, face-to-face interactions.
- c. Work with all who reach out to TTD to support and improve their understanding of domestic and sexual violence, dating violence, human trafficking, and stalking.
- d. Provide shelter residents with safety planning, support, crisis intervention, and information and referral to community resources, linking residents directly with TTD other services and supports.
- e. Assist shelter residents with developing and monitoring a plan for achieving safe, permanent housing in a timely way.

Education, Training & Other Qualifications

- a. Bachelor's degree in social work or related field or a bachelor's degree in a non-social work field with at least one year case management experience
- b. Successful completion of TTD helpline training, and participation in on-going education and training (post-hire)
- c. Valid Maine driver's license and automobile insurance
- d. Satisfactory responses from government agencies to required background checks



- e. Training on MaineHousing systems and reports to support homelessness initiatives as it relates to TTD's mission (post-hire)
- f. Knowledge of and sensitivity to issues of domestic and sexual violence, dating violence, human trafficking, and stalking
- g. Effective written and oral communication skills
- h. Basic computer competency

To Apply: Send resume, cover letter, and 3 professional references to Through These Doors, PO Box 704, Portland, ME 04104 or email: jobs@throughthesedoors.org by 5:00pm on January 25, 2019.

Through These Doors is seeking candidates who represent the diversity of the communities we serve.

All qualified applicants shall receive consideration for employment without regard to religious creed, race, color, age, gender, national origin, ancestry, physical or mental disability, or sexual orientation. Through These Doors is a nonprofit organization which receives funding from Maine DHHS, MaineHousing, local United Ways, Cumberland County, and your generous donations.



Immediate opening for Shelter Evening Advocate

Mission Statement: In collaboration with local partners and all affected by abuse, TTD creates innovative responses and mobilizes our community to promote safety and challenge systems of oppression and violence.

Job Summary: The Shelter Evening Advocate is responsible for, in the evening and/or overnight hours, providing services to residents of TTD's shelter for victims of domestic violence, dating violence, human trafficking, and stalking, and for working as part of the Residential Services program to enhance the safety and well-being of families in TTD shelter. In relation to daytime shelter staff, the evening shift's responsibilities are more focused on safety, and support and connection with residents than on longer term planning. This is a 34-hour per week position with a flexible schedule of 5 nights (both evening and overnight hours) per week totaling 34 hours/week, must be available one weekend night per week. Compensation starting at \$15.50 per hour. TTD offers a generous benefit package for all eligible employees including health and dental coverage, earned time off, sick time, life insurance and pension.

ESSENTIAL DUTIES & RESPONSIBILITIES

- a. Provide safety planning, support, crisis intervention, and information and referral to community resources to victims and survivors of domestic violence, dating violence, human trafficking, and stalking.
- b. Refer and link victims and survivors of domestic violence, dating violence, human trafficking, and stalking to all TTD services including but not limited to emergency shelter, groups, legal resources, face-to-face interactions.
- c. Link with and inform other shelter staff to ensure consistent information about residents of shelter.
- d. Provide shelter residents with safety planning, support, crisis intervention, and information and referral to community resources, linking residents directly with TTD other services and supports.

EDUCATION, TRAINING, & OTHER QUALIFICATIONS

- a. High school diploma
- b. Successful completion of TTD hotline training, and participation in on-going education and training (post-hire)
- c. Valid Maine driver's license and automobile insurance
- d. Satisfactory responses from government agencies to required background checks
- e. Knowledge of and sensitivity to issues of domestic and sexual violence, dating violence, human trafficking, and stalking
- f. Effective written and oral communication skills
- g. Basic computer competency

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Immediate opening for Community-Based Youth Educator

Mission Statement: In collaboration with local partners and all affected by abuse, TTD creates innovative responses and mobilizes our community to promote safety and challenge systems of oppression and violence.

Job Summary: The Community-Based Youth Educator is responsible for providing comprehensive prevention, intervention, treatment, and response strategies for children, youth, and young adults and their non-abusing parents or caretakers who are exposed to and/or experiencing dating abuse, domestic violence, stalking, sex trafficking, and/or sexual assault. This position is based at TTD's administrative office in Cape Elizabeth, ME and includes regular work in the Portland High Schools, especially Deering High School. Travel throughout Southern Maine is required. This is a full-time hourly position starting at \$15.50 per hour. Through These Doors offers a generous benefit package for all eligible employees including full health and dental coverage, earned time off, sick time, life insurance and pension.

Essential Duties & Responsibilities

- a. Provide safety planning, support, crisis intervention, court advocacy and information and referral to community resources to victims and survivors of domestic and sexual violence, dating violence, human trafficking, and stalking within the parameters of TTD's project 'Maximizing Practices for LGBTQ+ Youth in Portland.'
- b. Refer and link victims and survivors of domestic violence, dating violence, human trafficking, and stalking to all TTD services including but not limited to emergency shelter, groups, legal resources, face-to-face interactions.
- c. Work with all who reach out to TTD to support and improve their understanding of domestic violence, dating violence, human trafficking, and stalking.
- d. Provide education, training, consultation, and systems' advocacy within the parameters of TTD's project 'Maximizing Practices for LGBTQ+ Youth in Portland.'
- e. Develop and forward TTD's coordinated community response to domestic and sexual violence, dating violence, human trafficking, and stalking as it relates to LGBTQ+ youth victims and survivors.
- f. Serve as TTD's internal resource on the issue of domestic and sexual violence and dating abuse of LGBTQ+ youth, deepening the understanding and advancing the skills of all TTD advocates and educators.

Education, Training & Other Qualifications

- a. Associate's Degree or three year's relevant professional experience
- b. Successful completion of TTD hotline training, and participation in on-going education and training (post-hire)
- c. Valid Maine driver's license and automobile insurance
- d. Satisfactory responses from government agencies to required background checks
- e. Knowledge of and sensitivity to issues of domestic and sexual violence, dating violence, human trafficking, and stalking
- f. Experience with public speaking and group facilitation
- g. Comfortable and enthusiastic working with youth and able to work with a wide range of people
- h. Effective written and oral communication skills



i. Basic computer competency

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