**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 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 30-hour per week position (Fridays 3pm-12am, Saturdays 9am-9pm, and Sundays 3pm-12am). 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**

1. 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.
2. 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.
3. Link with and inform other shelter staff to ensure consistent information about residents of shelter.
4. 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**

1. High school diploma
2. Successful completion of TTD hotline training, and participation in on-going education and training (post-hire)
3. Valid Maine driver’s license and automobile insurance
4. Satisfactory responses from government agencies to required background checks
5. Knowledge of and sensitivity to issues of domestic and sexual violence, dating violence, human trafficking, and stalking
6. Effective written and oral communication skills
7. Basic computer competency

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

**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

*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.*