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<b>JOB TITLE:</b>	Advocate
<b>PROGRAM:</b>	Elder Service Connections
<b>SUPERVISOR:</b>	Program Supervisor
<b>STATUS:</b>	Non-exempt, full-time
<b>JOB LOCATION:</b>	Various

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**JOB SUMMARY:**

The person in this position will provide advocacy, service linkage and case management for older adults referred from Maine Adult Protective Services who may be or are survivors of abuse, neglect and exploitation.

This position requires: a) regular remote work in a home office b) occasional travel for staff training, meetings or gatherings, c) occasional travel for client visits. Travel is reimbursed.

Specifically, the Advocate role employs a distinct model of intervention which includes:

- Developing a collaborative working relationship with the client and family members, as appropriate;
- Motivational interviewing to facilitate client openness to change;
- Person-centered service planning and goal-setting;
- Supported-decision making with clients, including those who may lack capacity;
- Knowledge of relevant services and creation of potential referral networks;
- Coordinating a teaming process; and,
- Monitoring and recording progress toward client goals through internal tracking.

Advocates will be trained with specific skills/techniques to facilitate client engagement and develop collaborative working relationships with clients. Training will be provided in Motivational Interviewing, Supported Decision Making, Teaming, and Restorative Justice. Service plan development will involve a collaborative process with clients to create a client-led, person-centered path of intervention.

Direct Supervision will be provided by the Program Supervisor.

This position is part of a program subcontracted through the State of Maine, Department of Health and Human Services, Adult Protective Services.

**JOB RESPONSIBILITIES:**

- Develop individualized service plans with clients that identify priorities, desired outcomes, and the strategies and resources to be used in attaining the outcomes, with a maximum active caseload of approximately 20 clients.
- Develop and evaluate a plan of care with each client utilizing resources available. This includes connecting and referring clients to services available to meet their needs (aging network services, housing, domestic violence or sexual assault services, mental health, caregiver support programs, adult protective services, etc.) and other informal support networks.
- Develop a safety plan with clients as appropriate.
- Monitor service connections and services provided to clients by phone or in-person.
- Work in partnership with APS.
- Connect clients, caregivers, and other individuals important to the client to services available to meet their needs.
- Maintain growth mindset and openness to (repairing relationships.)
- Commitment to combating ageism.
- Advocate with agencies or persons to facilitate clients' receipt of appropriate benefits or services.
- Assist in completing applications for benefit enrollments.
- Attend area community meetings relevant to working with older adults.
- Document all client activities and contacts (referrals, additional contacts, and other in-home visits, etc.) and maintain confidential client record. Complete accurate data collection and communication with team members.
- Participate in and present cases during weekly supervision meetings with Program Supervisor.
- Participate in regular EAIME team meetings, agency professional development offerings, and agency-wide activities/events.
- Utilizing agency documentation, calendar processes, and systems of communication.
- Other duties as assigned by Supervisor and/or required by funders.

**EXPERIENCE PREFERRED:**

- Experience working with older adults in the community who may have experienced long term care needs, housing insecurity, social isolation
- Experience working with survivors of abuse, neglect and exploitation.
- Experience working with social service, health, and/or government agencies and programs serving older adults.
- Experience developing and implementing individualized service plans with proven ability to maintain appropriate professional boundaries, confidential records, and case documentation
- Experience working with Maine's aging network is helpful, but not required.
- Knowledge of and experience with: Zoom, online data collection systems, and Google Suite.

**JOB QUALIFICATIONS:**

The Advocate shall have received a Bachelor's Degree in social work, gerontology, public health or a related field or equivalent training and five or more years relevant work experience, including experience working with older adults.

**THE CANDIDATE MUST HAVE:**

- A valid Maine driver's license, automobile insurance and good driving record
- Pass required background checks from government agencies with satisfactory responses
- Strong communication and interpersonal skills with the ability to work independently as well as part of a team
- Strong organizational skills, punctuality, cultural awareness and sensitivity, and professionalism
- Ability to work effectively within diverse workgroups and populations with proven ability to collaborate with community based, law enforcement, criminal justice and governmental agencies
- Comfortable working in a fast-moving, collaborative, team-oriented environment
- Ability to work independently
- Ability to maintain composure under strict deadlines and difficult situations

**CERTIFICATION/LICENSE**

- Current, valid Driver's License and access to a reliable vehicle for the ability to make on-site visits to clients and attend meetings and trainings.

Job offers are contingent on the verification of credentials and other information required by the employment process including the completion of a background check which includes criminal history and driving history review.

**The Elder Abuse Institute of Maine is an Equal Opportunity Employer that is committed to diversity in the workplace.**