

Project Title: Project PLASE, Inc.

Website address: plase@projectplase.org

Job title: Advocacy Counselor, Maintenance Assistant, Administrative/Office Assistant

Job Description:

Advocacy Counselor: This position at the Transitional Housing Facility is geared toward addressing first, the needs of the residents, and second, assuring the smooth operation of the facility toward this end. The Transitional Housing is a temporary residence focusing on assisting homeless residents to move past their current crisis into a more stable situation. This includes addressing the housing and other support in ways necessary and appropriate. Duties include:

1. Orienting new residents to their surroundings.
2. Doing intake on new clients.
3. Counseling clients and providing on-going support and guidance to them during this crisis period of their life.
4. Seeking out and supplying clients with information as needed.
5. Assisting clients to get needed resources and agencies in the community, through very active case management, one-to-one advocacy with other organizations and taking clients to appointments and to view potential housing placements.
6. Assisting clients to learn acceptable behaviors and ways of functioning, as appropriate, through modeling, counseling, behavior modification, etc., if needed.
7. Assisting with the daily operation of the shelter (including such things as dispensing of linens, overseeing of meals, monitoring medication, assuring appointments are kept, unlocking rooms, etc.) and all basic record keeping for communication and documentation.
8. Reaching out to clients who are less active or confident in requesting help; i.e., closing office (when possible) and going to the clients room or recreation area to communicate and to develop a trust-filled and helpful relationship.
9. Representing PLASE, both on the telephone and in person, with the work of social service agencies.
10. Communicating with other staff about the needs of the clients, the program, the building, etc.
11. Dealing with emergency and crisis situations through notification of appropriate community and PLASE resources, and support the individual in crisis.
12. Coordinating pick up of furniture and other donations on behalf of PLASE and residents. Assist residents to move out with furniture, etc. to their new apartments and living situations.
13. Coordinating purchase of food items for the Transitional Housing Facilities with the Maryland Food Bank, Bread on Water, B. Greene, etc.
14. Planning weekly menus.
15. Preparing meals for residents on particular shifts, as appropriate.
16. All direct care (counseling) staff at the Transitional Housing Facility report to the Manager of the program for supervision and guidance.

Maintenance Assistant: This position would assist the Maintenance supervisor at PLASE with various duties that assure the upkeep of the buildings, the facilities and the program.

Duties include:

- 1 .Basic physical work assuring basic upkeep of buildings, systems and surroundings.
2. Would include basic carpentry, painting, repair of locks, floors, gutters, clean up and hauling, etc.
3. Would include collaboration with maintenance staff, communication with program and/or administrative staff and/or contracted persons, companies.
4. Would include need to pick up maintenance and/or program donations and supplies to assist in program improvement.
5. Includes current driving license and good driving record.
6. May need to coordinate with volunteers on basic clean up or improvement activities.

Administrative/ Office Assistant: This person would assist in the Main Office of Project PLASE, in the reception area and could serve in a number of support roles, to improve the clerical office management and administrative areas of this office. Duties include:

- 1 . Serving as receptionist in Main Office, greeting clients, visitors, staff, etc. and directing calls, inquiries to appropriate individuals.
2. Sorting mail, and distributing. Sending group emails, newsletters and communicate to staff, etc.
3. Typing various correspondences, grants, materials fitting to the missions and goals of Project PLASE, Inc.
4. Making calls as needed to support various administrative staff.
5. Helping to organize office files, etc.
6. Possibly creating/designing flyers, etc. on the computer for staff meetings, etc.
7. Helping to organize, write, edit, etc. internal staff newsletter.
8. Assisting with writing, typing of reports, grants, proposals, letters, etc.
9. Data entry on client and program performance.

Please note: If the volunteer has an interest more in one area than the others listed above, we have a good history of accommodating that interest. For example, if someone would prefer to organize socialization activities for the residents, or spend their time working with volunteers who assist the clients, or organizing the food purchasing and preparation, that can be worked out.

Minimum Requirements:

Advocacy Counselor: A Brethren Volunteer would need to possess certain qualities to work well at PLASE and with our clientele. These would include:

- 1 . A dedication to persons and their needs and to social justice.
2. The daily ability to empathize.
3. The ability to work with a variety of persons and situations.
4. Flexibility, the ability to work in non-structured environment, degree and/or experience, but this is not a requirement.

Preference would be given to someone who has human service training, degree and/or experience, but this is not a requirement.

Maintenance Assistant:

1. flexibility
2. self-starter
3. drivers license
4. willing to do diversity of task

Administrative/Office Assistant:

1. Pleasant working style and personality
2. Sense of humor is a plus
3. Ability to be flexible, work within sometime busy office situation.
4. Basic computer proficiency and typing skills
5. A willingness to support the organization, work with diverse persons
6. Self-starter a plus.

Supervision (for all 3 positions): The Brethren Volunteer will have on-going supervision and support because he/she would be working with another staff member. Additionally, there are weekly staff meetings that the volunteer would be attending. At these meetings, the clients are discussed and options are explored to creatively assist the persons. His/her direct supervisor is the Manager of the Transitional Facility where they are placed. Additionally, the BVSer will meet with the Assistant Director (or direct supervisor for his/her unit) on a periodic basis, not to be less than once a month.

Possible Difficulties the Volunteer May Encounter (for all 3 positions): The volunteer would most probably go through a period of uncertainty about their role and/or lack of confidence about their ability in this role. This, however, will slowly pass with experience and success. A volunteer may also need to adjust to the City environments and neighborhood (e.g., the poverty, noise, etc.). Additionally, a volunteer would need to take pleasure from having assisted a client well, even if results are not seen, in order to both avoid frustration, and to truly help a person.

The BVSer would need to be able to juggle a diversity of tasks, and adjust to this reality.

Schedule: The BVSer would work 10:00 a.m. - 6:00 p.m., Monday - Friday. There is a possibility of some exceptions through the year when the person may need to work on evening or weekend shifts.

Description of Project:

Housing for Volunteer:

Housing may/will be with other volunteers in similar program close to PLASE's buildings.

Additional Factors:

We will take couples.

We are willing to offer a 6 month term for older adults

We can take persons with physical handicaps.