



Topeka Rescue Mission Ministry Position Description

Position Title: Outreach Advocate
Location: Children's Palace
Reports to: Director of Homeless Outreach
Date: August 2022

Overview

The Outreach Advocate will perform various duties pertaining to outreach, which includes Street Reach and MAP, ensuring outreach systems are followed. The Outreach Advocate is also responsible for helping cultivate trusting relationships between unsheltered neighbors, staff, partners, and volunteers. It is imperative the Outreach Advocate strive to be able to maintain positive relationships of love, honor, compassion, and peace with those whose lives are touched by Street Reach. Along with all other ministry positions, there is an expectation of sharing the love of Jesus Christ with the unsheltered neighbors, guests, and visitors of the Topeka Rescue Mission.

THE VISION:

"Then the King will say to those on his right, 'Come, you who are blessed by my Father; take your inheritance, the kingdom prepared for you since the creation of the world. For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.' "Then the righteous will answer him, 'Lord, when did we see you hungry and feed you, or thirsty and give you something to drink? When did we see you a stranger and invite you in, or needing clothes and clothe you? When did we see you sick or in prison and go to visit you?' "The King will reply, 'Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.' Matt. 25:34-40

THE WHY:

The driving force of street reach comes from the truth that Jesus is not after our money, our possessions, or our achievements. He is after our hearts. Within street reach, our team has the ability to be the heart, hands and feet of Jesus even to those who feel too far gone.

SUMMARY OF RESPONSIBILITIES:

The Outreach Advocate provides services to the unsheltered homeless of Topeka and the surrounding area. The four foundational pillars of Street Reach include:

1. Safety Net:
 - What: Providing a safety net for our homeless neighbors who are not aware of, or have disconnected with TRM shelter services
 - Why: To ensure their well-being while disconnected from shelter services
2. Engage:
 - What: An intentional and relational interaction to determine and meet needs, encourage life change, build trust, and share the love of Jesus.

- Why: To plant seeds of reconciliation and restoration, overall affecting the individual, the family, and the community because Jesus loved the least of these.
3. Data Collection:
- What: Create and maintain demographic and geographical information pertaining to unsheltered homeless.
 - Why: To diagnose the problem of unsheltered homelessness, efficiently implement emergency response and for information sharing purposes
4. Emergency Response:
- What: Staying informed of extreme weather situations and responding accordingly. Executing the Extreme Weather Team when applicable.
 - Why: To ensure our homeless neighbors are in a safe place and prepared for impending extreme weather event; to take them to safety if current location will be impacted by extreme weather event; to provide needed supplies.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Work alongside Director of Homeless Outreach, TRM staff, and outreach volunteers in a collaborative effort
- Assist in documenting, maintaining, and reporting accurate outreach statistics and numbers for reporting purposes.
- Assist in training volunteers for outreach
- Lovingly engage with homeless neighbors during outreach
- Engage in public speaking as needed and requested with approval of TRM leadership.
- Participate in the annual Point in Time count, census, etc.
- Actively participate in weekly debrief and planning meetings
- Actively engages in assisting the emergency response plan when crisis occurs
- Maintain an inventory of supplies for Mobile Access Partnership and other Street Reach activities
- Connect and transport supply trailers utilizing specific TRM vehicles
- Other duties as assigned

EDUCATION AND EXPERIENCE:

- High School diploma or successful completion of GED plus 3 years related work experience required OR Associate degree in Human Services, Psychology, Social Work, Ministry, or related field is an advantage. (Experience may be substituted for education as determined by TRM)
- 3 years' experience and abilities in preventing, defusing, or resolving conflict between individuals or crisis situations with grace and accountability preferred.
- Experience and training in de-escalation, CIT (Crisis Intervention Training), and other mental health training preferred
- Experience working with homeless population or those in need preferred

SKILLS, KNOWLEDGE AND ABILITIES:

- Strong written and verbal communication skills
- Ability to maintain strict confidentiality of written, electronic, and verbal communication and information.
- Self-driven; self-motivated
- Computer software skills including Microsoft Office; minimum of Outlook, Word and Excel
- Time management skills

- Ability to work as a member of a team, inspiring trust and speaking truth
- Excellent listening and communication skills, including verbal, written, and electronic.
- Ability to effectively work in a high stress and sometimes challenging work environment
- A heart of compassion, caring, love and ministry must be a part of this individual's life and in dealing with others.

LICENSES AND CERTIFICATIONS:

- Having a valid driver's license and the ability to meet requirement to be added to TRM's vehicle insurance policies preferred.
- Certification and/or training in de-escalation, CIT (Crisis Intervention Training), and/or other mental health training preferred
- UTV certification (may complete upon hire)

WORKING CONDITIONS & PHYSICAL DEMANDS:

- Must be able to work in all conditions including but not limited to inside desk work, outside in various weather conditions, one-on-one and group engagement
- Must be able to lift up to 50 pounds, walk, bend and stoop preferred