



Topeka Rescue Mission Ministry Position Description

Position Title: Outreach Advocate
Location: Distribution Center, 401 NW Norris
Reports to: Director of Outreach Services
Date: January 2025

GUIDING VERSE:

“Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.” Matthew 25:40

SUMMARY OF RESPONSIBILITIES:

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.

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
- Knowledge of Microsoft Office
- 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.
- 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