



**Mi'kmaq Nation
JOB DESCRIPTION**

**Domestic and Sexual Violence Advocacy Center
Program Director/ Advocate**

Status: Full-time, 40-hour week

Supervised By: Tribal Administrator

Role: The Director of the Mi'kmaq Domestic & Sexual Violence Advocacy Center is responsible for providing support and assistance to victims of domestic violence, sexual assault, dating, and stalking abuse.

Position Responsibilities: Some aspects of this job may change over time according to the Tribe's needs.

1. Will provide direct services to include:
 - a. Crisis Intervention
 - b. Safety Planning
 - c. Emergency Shelter
 - d. Safe Housing and related assistance
 - e. Confidential/Unconditional support
 - f. Referrals to appropriate tribal and community service providers
 - g. Social Services Advocacy
 - h. Court Advocacy Including: Protection Orders, Filing for Divorce, Filing for Parental Rights & Responsibilities, Criminal Proceedings, and all other appropriate legal remedies.
 - i. Women's Support Group
 - j. Confidential Phone Line
 - k. Outreach
2. Maintain a secured office for the Domestic Violence Center where clients can meet with the Advocate in a confidential manner and maintain their anonymity.
3. Will provide outreach to and meet with victims of domestic violence outside of the program's office.
4. Maintain a separate confidential phone line with answering machine
5. Coordinate and chair a Domestic Violence Task Force. Participate in the Aroostook County Domestic Violence/Sexual Assault Task Force.
6. Produce and Distribute outreach materials.



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7. Develop all necessary recordkeeping forms.
8. Maintain confidential records.
9. Compile statistics for funding agencies.
10. Report to funding agencies as required
11. Procure Funding Sources and write grant applications.
12. Provide Domestic Violence Training/Education.
13. Supervise staff that may be added to the Domestic Violence Advocacy Center
14. Participate in the Maine Coalition to End Domestic Violence to better serve battered women and their children
15. Attend funding agency mandated Trainings/Conferences
16. Attend meetings, workshops, and trainings that will enhance the Director's ability to perform his or her job,
17. Member of the Tribal Child Protection Team.
18. Provide in house staff trainings on confidentiality, crisis intervention, workplace domestic violence, and others as needed.
19. Be on call 24 hours a day and will delegate other staff as needed
20. Be on call for crisis intervention on a rotating schedule as assigned.
21. Possess a valid Maine Driver's License and dependable transportation.

MINIMUM QUALIFICATIONS:

- Must possess a valid State of Maine Drivers License and vehicle for transporting.
- Must pass State Bureau of Investigation (SBI) check, Department of Health and Human Services (DHHS) check, and Motor Vehicle check.
- Education: Minimum 3 years of college, preferably in the field of Social Services, Women's Studies, or Criminal Justice.
- Work experience: 3-5 years as an advocate/court advocate for victims of domestic violence.
- Good oral and written communication skills
- Familiarity with local community resources and Native American culture.



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- Possess administrative, organizational, and grant writing skills.
- Strong decision making and problem-solving skills.
- Ability to work a flexible 40-hour week with night and weekend work required on an as needed basis.
- Willingness to travel in and out of the State of Maine
- Availability to be on call 24hr/7day week.

NOTICE: This position in no way states or implies that the responsibilities and tasks are only responsibilities and tasks to be performed by the employee occupying in this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are the minimum levels of knowledge, skills and/ or abilities needed to manage the program successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modifications to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety to themselves or others.

This is a partial list of duties for a complete list of tasks please go to Micmac-nsn.gov to for complete job description. **This position will remain open until November 26th, 2021.** If you are interested in applying for this position you must submit a completed job application; a completed application includes copies of certificates/licenses/degrees you have stated *that you have obtained in your application, along with a cover letter and a resume, 3 professional references from current or past employers (within 3 years)*. A complete Job Description and an Applications can be accessed online at www.micmac-nsn.gov under Job Opportunities or you can call Cheryl Smart at 764-1972 to have an application mailed. An offer of employment will not be made without successful DHHS and State of Maine background checks. The successful candidate must also submit to an FBI fingerprint background check.

Please sent the completed Job Application to the following address or email:

Cheryl Smart
Attn: Human Resource Assistant
Mi'Kmaq Nation
7 Northern Road, Presque Isle, ME 04769
csmart@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity and service provider