



**Mi'kmaq Nation  
Position Description**

**TITLE:** Shelter Aid/Advocate

**IMMEDIATE SUPERVISOR:** Micmac Domestic and Sexual Violence Advocacy Center Shelter Coordinator, Advocate

**CLASSIFICATION:** Part-time/Permanent

**NOTE:** The following includes data on essential job functions, as well as physical, mental and academic, and experiential requirements for the job defined herein. The description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks, and assume the responsibility as described herein. Some aspects of the portion may change over time, according to the Tribe's needs, which changes may not be recorded herein at this time.

**SUMMARY OF POSITION:** The Shelter Aid/Advocate will assist with the daily shelter operations by helping to maintain a clean, organized and safe environment for individuals fleeing from abuse. Shifts will be nights and weekends.

**MINIMUM QUALIFICATIONS:** High School Diploma or equivalency; Must have a valid Maine State driver's license. Must have reliable transportation. Must know office procedures, methods, and computer equipment. Must have basic knowledge of computer systems and administrative systems; including Word, Excel, Adobe, Outlook, and related software and equipment. Background check required before employment.

**EXPERIENCE:** At least two years of experience working with victims of violence.

**SKILLS/KNOWLEDGE/ABILITIES REQUIRED:** Ability to work independently and as part of a team. Must have excellent communication skills, especially in critical situations. Must be familiar with documentation of client interactions. Must have excellent organizational skills and creative thinking. Experience with problem-solving techniques and conflict resolution skills. Must understand and maintain appropriate and ethical boundaries with people. Must have an understanding and be able to maintain confidentiality. Must be culturally competent and be prepared to learn about and respect Micmac culture and tradition. Experience with Microsoft Office Suite.

**FUNCTIONS/TASKS:**

- Ensure that shelter residents are complying with the program's guidelines and procedures.
- Help to maintain safety and harmony in the shelter.
- Assists shelter residents with identifying and completing goals.
- Provides emotional support and crisis intervention for residents if needed.
- Works as part of a team to deliver services with respect, compassion, and safety.
- Prepares intake packets and other shelter documents.
- Completes intakes for residents who enter the shelter during shift.
- Prepares rooms for incoming residents by cleaning, laundry, making beds, etc.
- Ensure the shelter is kept clean and organized.
- Adheres to strict confidentiality guidelines.
- Maintains contact logs and other required data
- Transports shelter residents to necessary appointments and errands where appropriate.

- Conduct regular shelter inspections.
- Maintains and organizes shelter supplies
- Reports any concerns and incidents to the Program Director immediately.
- Respond to calls from survivors, family members, friends, and other service providers.
- Provide advocacy-based counseling to survivors in a culturally relevant and appropriate manner.
- Advocate for survivors to form a safety plan, build support networks, process trauma, and heal from abuse.
- Assist victims with immediate and long-term needs for safety.
- Provide advocacy to enable victims' safety, empowerment, and independence.
- Participate in organizational committees with board members and volunteers as needed.
- Performs other duties as assigned

**WORKING CONDITIONS:** Normal office setting, nights & weekends

**NOTICE:** This position in no way states or implies that the responsibilities and tasks are only responsibilities and responsibilities to be performed by the employee occupying 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 state herein a minimum level of knowledge, skills, and/or abilities 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 needs, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards, and other non-discriminatory criteria. The methods are fulfilling requirements and 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.

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 stated 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 Application can be accessed online at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) under Job Opportunities or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

**CLOSING DATE: AUGUST 3, 2022**

Please send 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](mailto:csmart@micmac-nsn.gov)

The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.