



## Mi'kmaq Nation Job Announcement

**TITLE:** Shelter Aid/Advocate

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

**CLASSIFICATION:** Part-time/Permanent

**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 valid Maine State driver's license. Must have reliable transportation. Must have knowledge of office procedures, methods, and computer equipment. Must have basic knowledge of computer systems administrative systems, including Word, Excel, Adobe, Outlook, and related software and equipment. Background check required prior to employment.

**EXPERIENCE:** At least two years' 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.

**The closing date for this position is                     March 8th, 2024** Submit a completed application package, including a cover letter, resume, an application, and copies of certificates/licenses/degrees stated *in your application*. A complete Job Description and an Application can be found at [www.micmac-nsn.gov](http://www.micmac-nsn.gov), or call Mike Carlos at 764-1972 to have an application mailed. This position is subject to FBI, DHHS, and State of Maine background checks.

**Please send the completed Job Application to the following address or email:**

**Mike Carlos  
Attn: Human Resource  
Mi'kmaq Nation  
7 Northern Road, Presque Isle, ME 04769  
[mcarlos@micmac-nsn.gov](mailto:mcarlos@micmac-nsn.gov)**

***The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a) and P.L. 93-638 and is an Equal Opportunity and Service Provider.***