

# MI'KMAQ NATION

## Job Description

**TITLE:** Domestic Violence Director

**SUPERVISOR:** Tribal Administrator

**CLASSIFICATION:** Full-time

**SALARY RANGE:** \$27- \$44.39 per hour

**NOTE:** The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements for the work described herein. This Position Description is meant to serve interviewers, applicants, and directors as a reference tool for determining whether the applicant meets the qualifications, sufficient to perform the tasks and assume the responsibility for the work described herein. Some aspects of this position may change over time, according to the needs of the Micmac Health Department (MHD) and the Mi'kmaq Nation.


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

**EDUCATION (AND PERTINENT EXPERIENCE):** Minimum years of college, preferably in the field of Social Services, Women's Studies or Criminal Justice or 3-5 years' experience as an advocate/court advocate for victims of domestic violence.

**LICENSES OR CERTIFICATIONS:** Must possess a valid driver's license

**SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED:** 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 and 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 and participate in the Aroostook County Domestic Violence/ Sexual Assault Task Force.
6. Produce and distribute outreach materials.
7. Develop all necessary recordkeeping forms.
8. Maintain confidential records.
9. Compile statistics for funding agencies.

- 
10. Report to funding agencies as required.
  11. Provide 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/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 per day and will delegate other staff as needed.
  20. Be on-call for crisis intervention on a rotating schedule as assigned.

**MINIMUM QUALIFICATIONS:**

1. Must possess a valid driver's license and possess the ability to be insured.
2. Must pass 3 background checks.
3. Good oral and written communication skills.
4. Familiarity with local community resources and Native American Culture.
5. Possess administrative, organizational and grant writing skills.
6. Strong decision making and problem-solving skills.
7. Ability to work a flexible 40-hour week with night and weekend work required on an as needed basis.
8. Willingness to travel in and out of the State of Maine,
9. Availability to be on call 24hours/7 days per week.

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, a cover letter and a resume, *and* 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: June 23, 2025**

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

Attn: Human Resource  
Mi'kmaq Nation  
7 Northern Road Presque Isle, Me. 04769  
[bdiamond@micmac-nsn.gov](mailto:bdiamond@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.**