

## Mi'kmaq Nation Position Description

**TITLE:** Two (2) Shelter Aid/Advocate

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

**CLASSIFICATION:** Full-time/Permanent

**SALARY RANGE:** 19.50 TO 23.00

**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 have knowledge of office procedures, methods, and computer equipment. Must have basic knowledge of computer systems, administrative systems,

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

**SKILLS/KNOWLEDGE/ABILITIES REQUIRED:** Ability to work independently and collaboratively. Strong communication, organizational, and problem-solving skills, including conflict resolution. Experience documenting client interactions and maintaining confidentiality and ethical boundaries. Culturally competent, with a willingness to learn and respect Micmac culture and traditions. Proficient in 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.
- Prepares intake packets and other shelter documents.
- Completes intakes for residents who enter the shelter during the shift.
- Prepares rooms for incoming residents by cleaning, doing laundry, making beds, etc.
- Ensure the shelter is kept clean and organized.
- Maintains contact logs and other required data
- Transports shelter residents to necessary appointments and errands where appropriate.
- Maintains and organizes shelter supplies
- Reports any and all 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, appropriate manner.
- Assist victims with immediate and long-term needs for safety.
- Provide advocacy to enable the victim's safety, empowerment, and independence.
- Participate in organizational committees with board members and volunteers as needed.
- Performs other duties as assigned

Applicants must submit a complete application, resume, cover letter, copies of required credentials, and three professional references from the past three years. Applications and job descriptions are available at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) under job opportunities or by calling our office. Employment offers are contingent upon successful DHHS, State of Maine, and/or FBI background Checks.

**Closing Date February 6<sup>th</sup>, 2026**

Please send the completed Job Application to the following address or email:  
Attn: Human Resources 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.**