

**HOULTON BAND OF MALISEET INDIANS
JOB DESCRIPTION**

**Domestic and Sexual Violence Advocacy Center
Shelter Assistant- Per Diem**

Status: call in; evenings, nights and weekends

Supervised By: Maliseet Domestic and Sexual Violence Advocacy Center
Program Director

Pay Range: \$14.00-\$15.75

Role: **To assist with the daily shelter operations by helping to maintain a clean, organized, and safe environment for individuals fleeing from abuse.**

DUTIES AND RESPONSIBILITIES

- Ensure that shelter residents are complying with the program's guidelines and procedures.
- Helps 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 shelter during shift.
- Prepares rooms for incoming residents by cleaning, laundry, making beds, etc..
- Ensures that 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
- Reports any and all concerns and incidents to the Program Director immediately.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Education: High School or Equivalent
- Work experience: A minimum of 2 years employment in a related field preferred but will train the right individual.
- Must possess a valid State of Maine Drivers License
- Must pass State of Maine Background (SBI) check, Department of Health and Human Services (DHHS) check, and Motor Vehicle check.
- Able to maintain strict confidentiality.
- Possess general computer skills and good organizational skills
- Excellent written and verbal communication skills
- Familiarity with local community resources and Maliseet Culture
- Strong decision making and problem-solving skills.
- Must be empathic and caring.

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Applications are available at the front desk of the Administration Building or have one mailed to you by contacting the receptionist at the Tribal Administration Office. For information or a job description please either call the Administration Office at 532-4273 or e-mail hr@maliseets.com. A complete job description can be found at Maliseets.com, select career opportunities, then select job listings.

If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by the Tribe.

Applications will be accepted until April 1st, 2021

TO APPLY: Submit an application to:
Houlton Band of Maliseet Indians

Attn: Jessica Huff

88 Bell Road Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity/At-Will Employer.