

**HOULTON BAND OF MALISEET INDIANS
JOB DESCRIPTION**

**Domestic and Sexual Violence Advocacy Center
Shelter Assistant-1 Part-time**

Status: Part-time, 20 hour week; evenings, nights and some 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.

**HOULTON BAND OF MALISEET INDIANS
JOB DESCRIPTION**

- **Responsibility for Safety and Health:**
- Every employee is responsible for the safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.
-
- **Physical Requirement:**
- **Physical Abilities:**
- Bending O Sitting F Hearing C
- Carrying O Standing O Keyboarding F
- Driving O Talking F Kneeling O
- Handling O Walking F Reaching O
-
- Lift/Carry
- 50 lbs. or less O
- Push/Pull
- 50 lbs. or less O
-
- N Not Applicable
- O Occasionally (up to 2 hours a day)
- F Frequently (2-6 hours a day)
- C Constantly (over 6 hours a day)

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