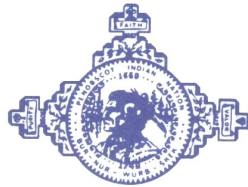


PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: 1/9/2020

CLOSING DATE: 1/23/2020

Domestic Violence Sexual Assault Advocate/Shelter Coordinator

JOB STATUS:

**Domestic Violence Sexual Assault Advocate
/Shelter Coordinator**

Career Field: Medical

Pay Range: \$22.00 - \$29.00 per hr.

Category: A-15

Status/Term: Non-Exempt, Full-time, Grant Specific

LOCATION:

Penobscot Nation

Health Department

Classification: Full-time

12 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: Baccalaureate Degree from an accredited institution with a major in social work or related field, or an Associate's degree in a related field with 1-2 years experiences, or in lieu of a degree 2-3 years' experience required. Prior experience facilitating workshops or delivering presentations in related area preferred. Proven ability to utilize a personal computer and demonstrate familiarity with Windows and Microsoft programs required. A minimum of one-year experience providing domestic violence services/sexual assault services required. Previous experience working with Battered Women/Men and an understanding of Post-Traumatic Stress Disorder is preferred. Must be 21 years of age or older, having not been convicted of a non-traffic misdemeanor within the past year. Applicant must have never been convicted of a felony. Applicant will be required to sign a waiver for background check. Indian preference will be adhered in accordance with the Penobscot Nation's Personnel Policies and Procedures.

HOW TO APPLY:

- Apply online at penobscotnation.org/departments/human-resources.
- Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org

For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: Domestic Violence/Sexual Assault Advocate/Shelter Coordinator

Department: Indian Health Services

Reports To: Clinical Supervisor/Counseling Coordinator

Rate of Pay/Category: \$22.00-\$29.00 (A-15)

Status/Term: Non-Exempt

JOB SUMMARY:

Provides advocacy for clients and assists in the development and implementation of services for victims of domestic violence, sexual assault and family violence. This includes addressing victim's immediate needs for shelter and safety by providing emergency financial assistance, safety planning, transportation to shelters or safe homes and legal and personal advocacy. The Advocate provides all necessary support. Coordinates internal as well as external supportive services to clients. Oversee all the daily operations of sheltering victims and their children, whether it is a tribal shelter, motel, or another agency's emergency shelter. To include physical cleaning, laundering and changing linens, supporting client set goals, and providing transportation. DV/SA Advocate collaborates with other DV/SA staff regarding program services.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Provides direct services to victims of Domestic Violence, Sexual Assault and Family Violence, including individual and group support, crisis intervention, information, referrals, and advocacy.
- Help those requesting emergency safe shelter to obtain temporary accommodations in a tribal shelter, motel, or other emergency placement. Will ensure the intake process is completed within 8 hours after admission to the shelter.
- Provide emergency food, clothing, personal hygiene items, storage of belongings or pets, and other needed necessities.
- Inform each resident about services provided by the shelter including: Confidential rights and agreements, records and accessibility, release of information agreements, Shelter residency guidelines & length of stay, and self-sufficiency plan.
- Position will be 50% advocacy and 50% shelter duties, flexibility with distribution of time with communication with supervisor.
- Possesses ability to understand, be sensitive to, and have empathy for victims.
- Possesses ability to develop trusting helping relationships and to work effectively with individuals and families from diverse racial, ethnic, and socioeconomic backgrounds.
- Obtains release of information from client as needed.
- Participates in DV/SA community prevention education programs/activities.
- Prepares reports and completes appropriate documentation as required.
- Prepares and maintains case files for the DV/SA program
- Coordinates, organizes and maintains donations received.
- Provides on-call and crisis line coverage on a rotating schedule.
- Maintains strict confidentiality and adhered to VAWA guidelines.

- Collaborates with and makes appropriate referral of clients to other tribal service providers as well as to off-reservation agencies or resources.
- Participates in the provision of education and support activities designed to promote family wellness.
- Perform other related duties as requested.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS:

Baccalaureate Degree from an accredited institution with a major in social work or related field, or an Associate's degree in a related field with 1-2 years experiences, or in lieu of a degree 2-3 years' experience required. Prior experience facilitating workshops or delivering presentations in related area preferred. Proven ability to utilize a personal computer and demonstrate familiarity with Windows and Microsoft programs required. A minimum of one-year experience providing domestic violence services/sexual assault services required. Previous experience working with Battered Women/Men and an understanding of Post-Traumatic Stress Disorder is preferred. Must be 21 years of age or older, having not been convicted of a non-traffic misdemeanor within the past year. Applicant must have never been convicted of a felony. Applicant will be required to sign a waiver for background check. Indian preference will be adhered in accordance with the Penobscot Nation's Personnel Policies and Procedures.

LICENSES/CERTIFICATES/REGISTRATIONS: (driver's license, professional licensing/certification)

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (physical requirements of position, job environment/conditions)

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, kneel, bend, crouch, run, reach overhead, grasp, push, and pull, use hands to finger, handle, or operate objects, controls, or equipment. The employee must be able to work at a computer terminal for extended periods of time. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Although work is performed most frequently in a normal office setting, some work may occur in an outdoor setting. Some exposure to childhood and other diseases may occur. The employee may be required to work outside normal workdays and office hours to meet operational deadlines and may be required to work in emergency situations.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request