

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: July 16, 2024

CLOSING DATE: Until Filled

Domestic Violence/Sexual Assault Shelter Assistant

JOB STATUS:

Title: DV/SA Shelter Assistant
Career Field: Clerical
Pay Range: \$16.15 - \$21.93 per hr.
Category: C
Status/Term: Part-time, Non-Exempt
15-20 hour work week, evenings, nights, and weekends

LOCATION:

Penobscot Nation
Health Department
Classification: Part-time
12 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: High School or Equivalent 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 preferred. Able to maintain strict confidentiality. 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:

- Applications available at the Human Resources Office or in the Secretary’s Office at the Nick Sapiel Building, Indian Island, Maine. Applications are also available at www.penobscotnation.org
- Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>
- Submit completed applications and resume along with certifications to Human.Resources @penobscotnation.org
- For further information, call 817-7306 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: Domestic Violence/Sexual Assault Shelter Assistant

Department: Penobscot Nation Health Department

Reports To: DV/SA Shelter Coordinator

Rate of Pay/Category: \$16.15 - 21.93/ Clerical C

Status/Term: Non-Exempt/ 15–20-hour week; evenings, nights, and weekend

JOB SUMMARY:

Provides safety and support for clients while in shelter. The Shelter Assistant oversee all the daily operations of sheltering victims and their children while in shelter including physical cleaning, laundering, and changing linens, supporting client set goals, offering emotional support, helps with shelter guideline and procedure compliance, and occasionally provides transportation. DV/SA Assistant collaborates with other DV/SA staff regarding program services.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Ensure that shelter residents are complying with the program's guidelines and procedures.
- Helps to maintain safety and harmony in the shelter.
- Prepares rooms for incoming residents by cleaning, laundry, making beds, etc.
- Ensures that shelter is kept clean and organized.
- Provide emergency food, clothing, personal hygiene items, storage of belongings, and other needed necessities.
- Participates in DV/SA community prevention education programs/activities as needed.
- Coordinates, organizes, and maintains non-financial donations received.
- Maintains strict confidentiality and adhered to VAWA guidelines.
- 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.
- Connects residents with emotional support and crisis intervention if needed.
- Works as part of a team to deliver services with respect, compassion, and safety.
- Prepares intake packets and other shelter documents.
- Conducts regular shelter inspections.
- Maintains and organizes shelter supplies.
- Reports any and all concerns and incidents to the Shelter Coordinator immediately.
- Interacts professionally and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.

- Conforms to acceptable attendance/punctuality standards as expressed in the employee handbook.
- Performs other duties as assigned.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (education required/preferred, skills required/preferred, years of experience required/preferred)

High School or Equivalent 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 preferred. Able to maintain strict confidentiality. 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.