AICHO
American Indian Community Housing Organization

POSITION TITLE: Dabinoo'Igan Shelter Advocate

PROGRAM: Dabinoo'Igan Domestic Violence Shelter

REPORTS TO: Dabinoo'Igan Shelter Director

STATUS: Part-time, Non-Exempt, Friday 5:00 - 9:00 pm; Saturday and Sunday 2:00 - 8:00 pm

HOURLY RATE: $18 - $20 per hour, depending on qualifications

BENEFITS: Part-time employees receive paid time off based on an accrual rate.

POSITION SUMMARY:
The Dabinoo'Igan Shelter Advocate works closely with shelter residents to ensure they have support and access to resources as needed. The Shelter Advocate would commit to providing advocacy and support services to individuals and families along with maintaining strict confidentiality of any resident accessing our services. This position would report directly to the Shelter Director and Executive Director.

KEY RESPONSIBILITIES:

- Advocate for shelter residents experiencing domestic and/or sexual violence
- Follow-up with crisis calls for individuals unable to be in shelter
- Work collaboratively with Program Director, shelter staff, and other AICHO programs/departments
- Always maintain confidentiality and professional manners
- Maintain accurate case notes, reports, documentation of referrals, filing and additional data collection as required
- Participate in trainings, meetings and collaborations as directed by supervisor
- Maintain daily clean duties to ensure safety and sanitation standards
- Communicate effectively with supervisor, team members, and community partners

QUALIFICATIONS:

- High school diploma or equivalent required; post-secondary coursework or training in human services preferred
- Prior experience in housing, social services, shelter, or customer service environment strongly preferred

- Knowledge of issues impacted community members particularly related to domestic and/or sexual violence
- Strong interpersonal and communication skills; ability to remain calm and professional in challenging situations
- Ability to manage multiple tasks and maintain accurate documentation
- Commitment to housing services based on trauma-informed care principles
- Basic computer literacy (Microsoft Office, Google, email, data entry systems)
- Must be willing to be CPR certified and Narcan certified (training provided)
- Have a valid driver's license and vehicle insurance
- Must be able to pass background checks as required by program policy

WORK ENVIRONMENT:
Position may involve occasional standing, light lifting, cleaning duties or walking through the facility. Must be able to lift up to 50 lbs. .

TO APPLY:
Submit your cover letter, resume, and completed application to:

EMAIL: hiring@aicho.org
SUBJECT LINE: Title of the Position (i.e. Front Desk Assistant)

BY MAIL:
AICHO
Attention: Human Resources
202 West 2nd Street
Duluth, MN 55802

AICHO is an Equal Employment Opportunity Employer and committed to non-discrimination in all aspects of employment.

December 2025