



AICHO

American Indian Community Housing Organization

Position Title: Dabinoo'igan Shelter Resource Advocate

The Dabinoo'igan Shelter Resource Advocate works closely with shelter residents to assess their needs, develop individual plans focused on safety and stability, and connect them with resources and services. The Resource Advocate collaborates with other professionals and agencies to ensure shelter residents receive comprehensive support and assistance. The Resource Advocate provides assistance in crisis situations, ensuring shelter residents receive immediate care and assistance. The Resource Advocate provides appropriate and accurate documentation of services and resources accessed and other data relevant to funding or shelter operations requirements. Knowledge of Indigenous cultural perspective, understanding of low-income community strengths and needs, and a strong background in domestic violence dynamics are required. This position reports to the Dabinoo'igan Shelter Director.

Wages/Salary: \$22-\$24/hr

Status: Full-time, non-exempt (40 hours a week)

Benefits: health and dental insurance, retirement, short-term disability, paid holidays, paid time off

Position duties include-

- Always maintain professionalism and confidentiality.
- Complete Shelter screenings and intakes as needed; work directly with other shelters and housing programs to coordinate services; and monitor shelter stays, exits, and extensions.
- Conduct assessments to determine the needs, strengths, and challenges of shelter residents. Gather relevant information to create an individual plan focused on safety and stability, as defined and determined by the shelter resident.
- Connect shelter residents with appropriate services and resources, such as healthcare, housing, employment, cultural resources, mental health supports, or direct client assistance.
- Advocate on behalf of shelter residents to ensure they receive the services and support they need. This may involve negotiating with service providers or ensuring that shelter residents' rights are upheld.
- Provide support and intervention in crisis situations, ensuring shelter residents receive immediate care and assistance.
- Ensure a safe setting and environment in the Dabinoo'igan Shelter and assist in upholding program guidelines and expectations.
- Build strong relationships with shelter residents, other shelter staff and AICHO team members, and other service providers.
- Provide accurate documentation and reporting as relevant to funding and operating requirements. Maintain accurate case notes, report writing, referrals, filing and data collection.
- Assist in maintaining safety, sanitation and cleanliness of shelter,
- Participate in required trainings, meetings and collaborations as directed by supervisor.



AICHO

American Indian Community Housing Organization

Qualifications:

- Commitment to healthy Indigenous community and cultural knowledge
- Possess a clear understanding about the dynamics of domestic violence, sexual assault, and sex trafficking of Native American people
- Understand the barriers of chemical dependency, mental illness, homelessness, and trauma
- Strong critical thinking and problem-solving skills
- Time management and organizational skills
- Knowledge of community resources and social services
- Experience working with individuals and families
- Experience working in culturally-based and community-based strategies
- Education or equivalent experience relevant to position
- Ability to communicate (verbal, written) in a variety of settings, formats, and audience sizes
- Ability to work effectively independently and within team(s)
- Working knowledge of computer, office equipment and Microsoft programs
- Valid Class D Driver's license and vehicle insurance

The American Indian Community Housing Organization (AICHO) has a mission to honor the resiliency of Indigenous people by strengthening communities and centering Indigenous values in all aspects of our work. AICHO is an Equal Opportunity Employer.