

**Project Title: District IV Human Resources Development Council #401**

**Job Title(s): Domestic Violence Shelter Manager, Family Transition Counselor, Home and Facilities Maintenance Specialist, Food Bank Assistant**

**Job description/requirements :**

Domestic Violence Shelter Manager- To provide daily on-site contact with clients of the shelter for victims of domestic and sexual violence, conduct client orientations, and provide basic care for the clients, property and contents of the shelter. Work one-on-one and in small groups with children living in the shelter. Be available for peer counseling, advocacy, transportation, or child-care. Opportunities to facilitate a Women's Support group available. Sensitivity to Native American culture required. Lots of training opportunities. Must be at least 20 years old.

Family Transition Counselor- Work with up to six families who have recently been homeless or where children are at risk of abuse and neglect. Through home visits teach parenting, home management, budgeting, assertiveness, problem solving, etc. Sensitivity to Native American culture required. Lots of training opportunities. Experience in counseling or case management helpful. Must be able to attain a Montana driver's license. Bachelor's Degree required.

Home and Facilities Maintenance - Implement small home repairs and conservation measures. Renovate and maintain various homes and HRDC facilities. Some experience with carpentry and minor home repair required. Must be able to attain a Montana driver's license. Truck and tools provided.

Food Bank Assistant - Assist with the management and daily operations of the Havre Food Bank. Receive, sort, and distribute food. Provide "over the counter" service to those in need of food. Maintain a clean facility and friendly environment.

Duties are flexible according to skills and interests of the volunteer. Volunteers may take on a combination of the positions listed depending on needs. We have several optional service opportunities including:

- Volunteering as a Teachers Assistant in a Head Start Classroom serving low income pre- school children.
- Teaching computer skills (Word, Word Perfect, Excel, Lotus, Internet Communications, etc.) to low income job seekers.
- Editing and assisting with the agency newsletter and web site.
- Assisting with special events and community needs assessment.

**Project description:**

District IV HRDC, a non-profit Community Action Agency, has been serving the Hi-Line region of North-Central Montana since 1965. We aim to engage low-income families with the maximum opportunity to address their needs, envision their possibilities, and progress towards self-sufficiency. We have a wide range of programs and services including Child Care Link, Domestic Abuse, Employment & Training, Energy & Weatherization, Family Planning, Havre Food Bank, Head Start, and Low-income Housing.

Located in the rolling plains of north central Montana 40 miles south of the Canadian border, Havre is a community of 10,000 that is rich in history and surrounded by breathtaking beauty. Havre and its surroundings are struggling with poverty exacerbated by a frail agricultural based economy. Havre is the focal point of commercial activity in the area. As the largest city on the Hi-Line, it serves as a wholesale distribution and retail center for communities within 150 miles. The diverse geography of the area includes the Milk River, golden wheat fields, and the Bear Paw Mountains towering several thousand feet above the plains surround the city of Havre. The peaks of Mount Baldy, Bates and Otis have elevations of 5,000 to 7,000 feet and are all within 20 minutes of Havre. In HRDC's service area there are two Indian Reservations - Rocky Boy (Chippewa-Cree tribe) and Fort Belknap (Assiniboine and Gros Ventre tribes). Havre is a college town, home of Montana State University-Northern. The presence of the college gives rise to many community and cultural activities. Biking, hiking, camping, and sports activities are very popular. The winter is long and cold. During this time many of us enjoy skiing (free tickets available in exchange for volunteering at the hill) and ice fishing or participating in community theater or music, crafts, or church activities. The people of the area are known for their friendliness and we possess the frontier spirit of community. Come join us!

**Housing for volunteer:**

In community, on project site.

We own apartments in town as well as a cute one-bedroom cottage on the grounds of the Haven, our domestic violence shelter. Our shelter is a large, stately Victorian home with 6 bedrooms. The Shelter Manager would be housed in either her own (very roomy and very private) room in the shelter or in the cottage. The Family Transition Counselor, Food Bank Manager, and Home and Facilities Maintenance Specialist would reside either in one of our apartments or the cottage depending on vacancies. All BVS'ers would have their own room. Presumably couples would want to share!

**Additional Factors:**

We will take couples. We are able to receive a volunteer with a physical handicap (See attached job descriptions for physical requirements of the positions). We would hope the Family Transition Counselor would commit to one year and Home Repair and Weatherization Assistant and Shelter Manager for a minimum of six months.