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: January 11, 2022

CLOSING DATE: Until Filled

RESIDENTIAL CARE CRMA (NOLI)

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JOB STATUS:
RESIDENTIAL CARE CRMA (NOLI)
Career Field: Medical
Pay Range: $14.74 - $19.25 per hr.
Category: A-1
Status/Term: Full-time (32 hours), Non-Exempt

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

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BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

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QUALIFICATIONS REQUIRED:

1. High School Diploma or G.E.D.
2. One (1) year experience providing personal care and housekeeping services to the elderly, preferably in a home setting
3. Possesses an understanding of the native culture or a willingness to learn
4. Ability to work as part of a team
5. Ability and willingness to respect the independence, privacy, and dignity of tribal elders
6. Good interpersonal and communication skills
7. Ability to work flexible hours and complete a variety of tasks
8. Appropriate candidate will not have any of the following convictions as outlined in the Division of Licensing and Certification regulations for level III assistive housing:
   a. An individual may not be employed if convicted of or have been the subject of a substantiated complaint of abuse, neglect, misappropriation of property in a healthcare setting.
   b. An individual may not be employed in a hospital, nursing facility, home health agency or assisted housing program as a certified nursing assistant if that individual has a prior criminal conviction within the last 10 years of: A crime for which 3 or more years may be imposed or A crime for which incarceration of less than 3 years may be imposed under the laws of the state in which the conviction occurred involving sexual misconduct or involving abuse, neglect or exploitation in a setting other than a health care setting.

Indian Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

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HOW TO APPLY:

- Apply online at penobsctnation.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: Residential Care CRMA (NOLI)

Department: Health Department

Reports To: Residential Care Program Administrator

Rate of Pay/Category: $14.74 – 19.25 / A1

Status/Term: Full-time (32 hours) / Non-Exempt / Essential Personnel / Public Safety HR Protocols

***JOB SUMMARY*:**

Provides personal care, housekeeping, medication administration, food service, laundry and assistance with social and recreational activities to residents in order to maintain independence.

***ESSENTIAL DUTIES/RESPONSIBILITIES*:**

1. Provides personal care to residents as indicated by care plan
2. Provides housekeeping and laundry services to residents as indicated by care plan
3. Provides medication administration as directed by care plan
4. Assists in food preparation, meal service and cleaning
5. Escorts residents to appointments as necessary
6. Assists/facilitates social and recreational activities with residents
7. Answer telephone, provides information and takes messages for residents or administration as appropriate
8. Provides documentation as required by regulations to support on-going assessment of resident needs
9. Attends staff trainings as applicable
10. Abides by all OSHA regulations and other safety requirements
11. Maintains strict confidentiality of resident information
12. Other related duties as assigned

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

9. High School Diploma or G.E.D.
10. One (1) year experience providing personal care and housekeeping services to the elderly, preferably in a home setting
11. Possesses an understanding of the native culture or a willingness to learn
12. Ability to work as part of a team
13. Ability and willingness to respect the independence, privacy, and dignity of tribal elders
14. Good interpersonal and communication skills
15. Ability to work flexible hours and complete a variety of tasks

16. Appropriate candidate will not have any of the following convictions as outlined in the Division of Licensing and Certification regulations for level III assistive housing:
    a. An individual may not be employed if convicted of or have been the subject of a substantiated complaint of abuse, neglect, misappropriation of property in a healthcare setting.
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***LICENSES/CERTIFICATES/REGISTRATIONS*:** (i.e., driver's license, professional licensing/certification)

CRMA Certification
Basic Life Support (BLS) Certification

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

Ability to physically assist residents with moving from one location to another. Physical strength to perform a variety of bending, moving, and lifting up to 40 lbs. Ability to operate routine cleaning equipment (e.g. vacuum cleaner, dishwasher, etc.)

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