

Penobscot Nation Community Flyer



December 2018

Council Meeting: December 11th

The Penobscot Nation is redeveloping the elder housing facility located at or near Nohkomess Way on Indian Island, which includes the demolition of the existing structure and construction of a new 24-unit rental housing project (the "Project"). The Nation is using Low Income Housing Tax Credits to finance the construction of the Project, along with loan funds from Maine Housing, Bangor Savings Bank and various loans from the Nation. In order to facilitate the financing, the Nation has caused a Maine limited partnership to be formed which will serve as the vehicle for financing and constructing the Project, this limited partnership is called Penobscot Elder Housing Limited Partnership. The General Meeting has previously approved a lease with the partnership with a term of 25 years and a renewal term of 22 years. The Tax Credit program partner that is helping to finance this project, Hunt Capital, is asking that the renewal term be for 25 years instead of 22. Therefore, the issue is being presented to the General meeting to approve this additional 3-year period to the term of the ground lease. The Project will also include access and parking for the elder housing facility residents.

The Public Hearing will be held on December 18, 2018 at 6:00 PM. The General Meeting will be January 15, 2019 at 6:00 PM, both meetings will be held at the Sockalexis Arena.

Winter has definitely arrived and we wanted to send out a reminder about our notification process should it be determined Tribal Offices will be closed due to inclement weather.

If there is a delay or Tribal Offices will close, notification will be posted to the Tribal Website by 6:30 a.m. If we have not posted notification, we will not be closing offices. In addition, Directors will also be made aware of closure, and will be disseminating information to their staff accordingly. We will also be notifying Police Dispatch as well, however, please access the website if you are able.

Link to website: <https://www.penobscotnation.org/>

Thank you-

Tribal Administration

PENOBSCOT NATION

**TRIBAL ADMINISTRATION
HUMAN RESOURCES**



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312
FAX (207) 817-7463

JOB ANNOUNCEMENT

The Penobscot Nation is seeking
Application for the following position:

Dental Assistant: Part-time

Open: Nov. 16, 2018

Closed: Dec. 7, 2018

JOB STATUS:

Dental Assistant: Part-time
Career Field: Program Staff C
Pay Range: Medical A-2 \$18.66 - \$22.30 per hour
Classification: Part-time regular (24 hours per week)

LOCATION:

Penobscot Nation
12 Wabanaki Way
Indian Island, ME 04468

QUALIFICATIONS REQUIRED

Experience necessary in all dental office functions. Ability to perform four- handed dentistry under the direct supervision of the dentist. Working knowledge of OSHA Standards for infection control and safety. Computer proficiency including Microsoft Word and Excel required. DANB required. Certified Dental Assistant as well as Radiology Certificate required. 2 years experience preferred. Indian Preference will be adhered to in accordance with the Penobscot Nation's Personnel Policies and Procedures.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES: Perform four-handed dentistry with the dentist or dental hygienist, take and develop radiographs, perform infection control procedures according to OSHA Standards. Please see below for more details.

HOW TO APPLY:

- Online applications are available at www.penobscotnation.org/departments/human-resources/employment-applications
- Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org or submit physical copies to the Penobscot Nation Human Resources Department – 12 Wabanaki Way, Indian Island, ME 0446
- For further information, *call 817-7343 or email at Human.Resources@penobscotnation.org*

JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

- 1. Maintain supplies at adequate levels and provide an inventory for the Program Coordinator.**
- 2. Schedule appointments as needed.**
- 3. Available to evaluate emergency calls and visits in coordination with the dental hygienist, dentist or medical team.**
- 4. Clean and maintain dental operatories and dental laboratory.**
- 5. Clean, disinfect, and sterilize instruments daily.**
- 6. Perform and maintain log for daily autoclave testing and weekly spore testing.**
- 7. Monitor dental charts to maintain current medical and dental histories and consent forms.**
- 8. Monitor the mailing and receiving of laboratory prosthetic cases.**
- 9. Provide quality care consistent with the Standards of the American Dental Association.**
- 10. Take and pour impressions when needed.**
- 11. Assist in four-handed dentistry and have knowledge with all current dental materials and procedures.**
- 12. Check daily schedule and lab cases and prepare appropriate instruments for each procedure.**
- 13. Take radiographs and develop upon the recommendation of the dentist or the dental hygienist.**
- 14. Assists with fluoride varnish program at Indian Island School.**
- 15. Be responsible for following confidentiality procedures as outlined in the Privacy Act and HIPAA**
- 16. Other duties as assigned by supervisor.**



JOB ANNOUNCEMENT

The Penobscot Nation is seeking
Application for the following position:

Recovery Support Driver

Open: Nov. 16, 2018

Closed: Dec 7, 2018

JOB STATUS:

Recovery Support Driver
Career Field: Program Staff A-6
Pay Range: \$19.37 - \$19.99 per hour-
Classification: Full-time regular (2-year grant-funded)

LOCATION:

Penobscot Nation
12 Wabanaki Way
Indian Island, ME 04468

QUALIFICATIONS REQUIRED

Candidate must undergo a character investigation, including a criminal background check as required by P.L. 101-630. Must successfully pass pre-employment screenings as stated in the Penobscot Nation Policies and Procedures. Indian Preference will be adhered to in accordance with Penobscot Nation's personnel Policies and Procedures. Successful completion of naloxone administration training. Valid State of Maine driver's license with clean driving record. Certification in CPR and Basic First Aid to be completed post-hiring. 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

DESCRIPTION OF DUTIES AND RESPONSIBILITIES: Transportation for patients to/from off-site peer recovery, group, and mental health services that support recovery from substance abuse and addiction during weekend and evening hours. Please see below for exact duties and responsibilities.

HOW TO APPLY:

- Online applications are available at www.penobscotnation.org/departments/human-resources/employment-applications
- Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org or submit physical copies to the Penobscot Nation Human Resources Department – 12 Wabanaki Way, Indian Island, ME 0446
- For further information, call 817-7343 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

Recovery Support driver will be responsible for coordinating monthly schedule of available services and participant appointments. The transportation service will be provided from Indian Island to the greater Bangor area for patients of PNHD who are seeking aftercare/recovery support. Driver will also be responsible for upkeep of vehicle used for patient transportation. Incumbent will be expected to inform the Program Director of any community members who may potentially need medical attention or mental health support with their recovery. Responsible for adhering to all patient privacy regulations including HIPAA and Penobscot Nation Health Department Policies. Must be willing and able to administer naloxone in the course of their duties in the event of a suspected overdose.

Grant-funded position. Employment may terminate 9/30/2020 without continuation of funding.

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (i.e., 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. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. 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



PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES

12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applicants for the following position:

OPENING DATE: November 21, 2018

CLOSING DATE: December 16, 2018

BUS DRIVER/RECREATION AID/SENIOR MEALS PROGRAM

JOB STATUS:

Bus Driver Senior Meals
Career Field: Program Staff
Pay Range: \$9.37 - \$19.99
Term: PART-TIME
Classification: HOURLY
CATEGORY: A

LOCATION:

Penobscot Nation
Social Services Department
Down Street
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: High School Diploma or GED Required. Must be 21 years of age or older. Must have a valid state of Maine driver's license, have a clean driving record, and be insurable under the tribal vehicle insurance policy. Candidate must undergo a character investigation, including a criminal background check as required by P.L. 101-630. Must have successful Tb test result. Must successfully pass pre-employment screenings as stated in Penobscot Nation Policies and Procedures. Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures. Elder preference will be given as required by the assurances of the Title VI grant.

HOW TO APPLY:

-Applications are also available at www.penobscotnation.org/departments/human-resources, via email request at Human.Resources@penobscotnation.org, or call 207-817-7312 to request application package to be sent to you.

-Submit Completed Applications to human.resources@penobscotnation.org
Or submit to the Human Resources office at 12 Wabanaki Way, Indian Island, ME office 212.

Applications submitted after the deadline will not be considered

- For further information, *call Andrew Tomer, HR Specialist at 817-7312 or email at Human.Resources@penobscotnation.org*

JOB DESCRIPTION

POSITION TITLE: Bus Driver/Recreation Aid/Senior Meals Program

ACCOUNTABILITY: Community Services Coordinator

RESPONSIBILITIES: Provide local transportation services and recreational/social activities for community elders.

Duties include:

1. Transport elders to and from the congregate meal site for the mid-day meal.
2. Transport elders on local shopping trips and to recreational/social activities.
3. Deliver meals to the homes of shut-in elders.
4. Maintain daily vehicle logs and submit them to the Office Manager at the end of each month along with fuel receipts.
5. Ensure that the vehicle is properly maintained including gas, oil, inspections, and other routine maintenance.
6. With direction from the Social Services Assistant Director, arrange for the repair of non-routine maintenance items, and transport vehicle to and from the garage.
7. Organize recreational and social activities for community elders.
8. Maintain individual activity attendance sheets and submit them to the office Manager at the end of each month.
9. Perform other duties as assigned by the supervisor.

QUALIFICATION: This person must be dependable, hold a valid Maine Driver's License, have a clean driving record, and be insurable under the tribal vehicle insurance policy.

OTHER REQUIREMENTS: Elder preference will be given as required by the assurances of the Title VI grant. Indian preference will be given in accordance with the tribal Personnel Policies.

CATEGORY: Part-time, hourly, Non-Standard work week.

CLASSIFICATION/RATE OF PAY: \$9.37 - \$19.99 (FY 2018)

PENOBSCOT NATION

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12 Wabanaki Way
Indian Island, ME 04468

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: Nov 16, 2018

CLOSING DATE: Dec 7, 2018

DIRECTOR OF ECONOMIC AND COMMUNITY DEVELOPMENT

JOB STATUS:

DIRECTOR OF ECONOMIC & COMMUNITY DEV.

Career Field: Directors

Pay Range: \$23.16 – \$35.91 per hr.

Category: A

Status/Term: Exempt, Full-time

LOCATION:

Penobscot Nation

Tribal Administration

Classification: Full-time, Regular

12 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: Bachelor's Degree required, preferably with specialization in economic and community development or a related field. A Master's Degree in Business Administration, Public Administration, Public Policy, or Economics is desirable; an equivalent combination of education and experience is acceptable. Minimum of 5 years of business, economic or community development, experience is required. Must undergo and pass a criminal background check investigation and will be required to complete and pass pre-employment drug testing. Indian Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

HOW TO APPLY:

- Applications are available at the Human Resources Office located at 27 Wabanaki Way, Suite 204, Indian Island, ME 04468. Applications are also available at www.penobscotnation.org, via email request at Human.Resources@penobscotnation.org, or call 207-817-7343 to request application package to be sent to you.
- Submit completed applications and resume along with certifications to:
Attn: Penobscot Nation Human Resources
mailing: 12 Wabanaki Way, Indian Island, ME 04468
physical location: 27 Wabanaki Way, Suite 204, Indian Island, ME 04468

For further information, call 817-7343 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

POSITION: Director, Economic and Community Development

ACCOUNTABILITY: Tribal Chief and Council

SUPERVISOR: Tribal Chief

RESPONSIBILITY: The Economic and Community Development Director will be responsible for developing, facilitating and promoting economic and community programs and services to support tribal entrepreneurs, artisans, and microenterprises (5 or less employees), strengthening the tribal economy, and advancing the broader economic and community development goals of the Penobscot Indian Nation; aligned to the Comprehensive Economic Development Strategy (CEDS). This position will also be responsible for developing short- and long-term goals aligned with the Tribe's assets, cultural values, and investment criteria. Additionally the Economic and Community Development Director will be required to establish a monitoring, evaluation, and due diligence documentation system to measure the performance of economic and community investments against these established goals.

DUTIES:

- Develop and direct the mission and scope of work for the economic and community development department.
- Document staff requirements, develop job descriptions, and hire qualified personnel to fulfill the programs and services of the department, as funding becomes available.
- Provide leadership in the development of the CEDS.
 - Lead and manage the CEDS committee.
 - Conduct an annual economic summit that is tied to the CEDS process and has broad community engagement where Tribal citizens are active participants in shaping the economic future of the Tribe.
 - Execution of action plans by evaluating progress, making adjustments to the plan, and obtaining additional resources to the plan.
- Manage and implement economic and community development initiatives to achieve the goals and objectives outlined in the CEDS plan and per tribal requirements.
- Ensure initiatives encompass capital needs, enable a thriving climate, develop tribal members' capabilities, and diversify the use of tribal assets.
- Gather and analyze data to provide information to tribal administration, council, and committees and as required, civic groups, businesses, individuals and the general public, on economic development issues, programs, services and plans.
- Prepare and maintain economic and demographic data to justify initiatives, enable responses to economic / community information requests, and support collaboration with other tribal departments. As needed, share and collaborate with PINE.

- Collaborate with PIN departments and P.I.N.E to ensure synergy between programs and services that advance the overall economic and community development goals.
- Cultivate relationships and serve as liaison with key partners to support economic development programs and services for PIN that will assist the Nation to build a strong economic development department and to cultivate a strong economic and community environment.
- Gain an understanding of the various incentive programs, grant sources, and technical assistance sources that support economic and community development for PIN.
- Prepare grant proposals and applications, contracts, and other necessary documents required for necessary economic and community programs and services.
- Prepare and report to tribal council quarterly.
- Conduct other related work as assigned.

EDUCATION: Bachelor's Degree required, preferably with specialization in economic and community development or a related field. A Master's Degree in Business Administration, Public Administration, Public Policy, or Economics is desirable; an equivalent combination of education and experience is acceptable.

EXPERIENCE: Minimum of 5 years of business, economic or community development, experience is required.

CERTIFICATION/LICENSE: Must undergo and pass a criminal background check investigation and will be required to complete and pass pre-employment drug testing.

SKILLS:

- Proven leadership and management experience.
- Excellent oral and written communication skills.
- Conflict resolution and negotiation skills.
- Complex problem solving techniques.
- Ability to work in high stress environment and manage competing priorities.
- Strong and effective relationships with subordinates, directors and external partners.
- Adhere to tribal policies and procedures, including confidentiality, as required.

DIRECTORS CAREER FIELD

CATEGORY: A

PAY RANGE: \$23.54-\$35.91

Approved by Personnel Committee: November 3, 2016

Approved by Tribal Council: December 6, 2016

Revision Approved by Personnel Committee: November 9 2018

Revision Approved by Tribal Council: November 14, 2018

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HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312
FAX: (207) 817-7463

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking
applications for the following position:

OPENING DATE: Nov 16, 2018

CLOSING DATE: Dec 4, 2018

POLICE OFFICER I

JOB STATUS:

POLICE OFFICER

Career Field: Police/Dispatch

Pay Range: \$15.98-\$19.06*

Term: Permanent

Classification: Regular, Full-Time

*** additional 16% will be added to base pay in lieu of overtime, shift differential,
week-ends and holidays worked upon Graduation of MCJA)**

LOCATION:

Penobscot Nation

Public Safety

25 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

- High School Diploma or equivalent **required**. Associate's Degree or Bachelor's Degree in a related area is preferred; however, an equivalent combination of education and experience that demonstrates ability and professional knowledge may be considered.
- A valid, insurable Driver's License is **required**.
- Applicants **must** complete a pre-service law enforcement training as required by the Maine Criminal Justice Academy (MCJA; outlined below). Applicants **must** have completed Phases I and II.
- **Must** be able to demonstrate excellent interpersonal, verbal and written, communications skills.
- Ability to successfully meet and maintain adjudication and hiring requirements of both the Bureau of Indian Affairs and Penobscot Nation required. Information about these requirements are available at <https://www.law.cornell.edu/cfr/text/25/63.18>.
- **Must** successfully meet specific standards outlined in the conditional letter of employment within established timeframes.
- Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

HOW TO APPLY:

- Applications are available at the Human Resources Office located at 27 Wabanaki Way, Suite 204, Indian Island, ME 04468. Applications are available via email request at Human.Resources@penobscotnation.org, or call 207-817-7312 to request applications be sent to you. Application package includes: Tribal Application for employment, Public Safety Application for employment, and SF86.
- Submit completed application package along with certifications to:
 - Attn: Penobscot Nation Human Resources
 - mailing: 12 Wabanaki Way, Indian Island, ME 04468
 - physical location: 27 Wabanaki Way, Suite 204, Indian Island, ME 04468

For further information, call 817-7306 or email at Human.Resources@penobscotnation.org

POSITION DESCRIPTION

Position Title: Police Officer I

Department: Public Safety

Reports To: Police Sergeant

Category: Full-time

ROP: \$15.98-\$19.06 per hour (additional 16% will be added to base pay in lieu of overtime, shift differential, week-ends and holidays worked upon Graduation of MCJA)

JOB SUMMARY:

The Police Officer plays a primary role in the prevention of crime, and the protection of lives and property in the Penobscot Nation through performing a variety of police functions such as enforcing traffic laws, as well as promptly responding to distress calls via the dispatch office. Daily duties involve supporting the efficient operation of the Police department through following assigned activities, outlined departmental procedures, and implementing applicable departmental work priorities and goals. The Police Officer ensures that order is maintained, through the efficient performance of all duties in conformance with the rules, regulations, policies, procedures and orders contained in all manuals issued by the Department, taking appropriate action for the prevention of crime.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Understands and adhered to the Standard Operation Procedures (SOP) of the Department including but not limited to the following:

- Proceed to post or assignment as directed by superior officer.
- Monitors and inspects post or sector for conditions requiring police attention.
- Reports immediately to the supervisor any unusual crime, occurrence or condition.
- Reports conditions not requiring immediate attention to the Communications Center
- Establishes and maintains ongoing familiarity with the day to day routine of people residing, doing business or frequenting post or sector.
- Maintains awareness of the development of conditions tending to cause crime, takes preventative actions to correct such conditions and informs superior(s) as soon as situation permits.
- Keep dispatch operations informed of police services rendered.
- Reports any mutual aid requests from law enforcement agency to the supervisor
- Submits police officer's activity report to the supervisor as directed.

- Submit all police reports for services rendered for assigned shift before leaving shift; enter all data into computer system before leaving shift.
- Adheres to internal directive regarding the processing of all legal paperwork.
- Cooperates with Tribal Departments and agencies to accomplish mission of Department.
- Projects professional appearance in dress and demeanor while on duty.
- Interacts harmoniously 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 SOP's and Personnel Policies and Procedures.
- Performs other related tasks as requested.

KNOWLEDGE/SKILLS/EXPERIENE REQUIREMENTS:

- High School Diploma or equivalent **required**. Associate's Degree or Bachelor's Degree in a related area is preferred; however, an equivalent combination of education and experience that demonstrates ability and professional knowledge may be considered.
- A valid, insurable Driver's License is **required**.
- Applicants **must** complete a pre-service law enforcement training as required by the Maine Criminal Justice Academy (MCJA; outlined below). Applicants **must** have completed Phases I and II.
- **Must** be able to demonstrate excellent interpersonal, verbal and written, communications skills.
- Ability to successfully meet and maintain adjudication and hiring requirements of both the Bureau of Indian Affairs and Penobscot Nation required. Information about these requirements are available at <https://www.law.cornell.edu/cfr/text/25/63.18>.
- **Must** successfully meet specific standards outlined in the conditional letter of employment within established timeframes.
- Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

CLASSIFICATION: Police/Dispatchers Career Field

Approved by Personnel Committee: December 4, 2017

Approved by Tribal Council: December 11, 2017

Law Enforcement Pre-Service Training Program

In 1989, the 114th Maine Legislature passed laws mandating the Board of Trustees of the Maine Criminal Justice Academy to establish standards for pre-service training. The purpose of this mandate was to ensure that no person could “serve as a law enforcement officer with the power to make arrests or the authority to carry a firearm until certified as satisfying pre-service training requirements.” This resulted in the first Law Enforcement Officer Pre-Service Training Program.

In 2009 the Board of Trustees of the Maine Criminal Justice Academy proposed changes to the current Law Enforcement Pre-Service Training Program. Updates to the existing program were implemented, and the format and number of hours required to graduate was increased. Students will also have to complete a supervisory component.

In addition to the changes in the curriculum, the Maine Criminal Justice Academy has also prepared a certification process to become a part-time law enforcement officer. The elements of the certification process include weapons certification, a knowledge test, and supervision by your employing agency. These requirements are more fully explained as follows:

Phase I: Students must meet the age and education requirements to apply for this course (see application). Students must complete the 40-Hour On-line Law Enforcement Pre-Service Training Program. Students must complete the MCJA application for the MCJA LEPS Phase I and send it along with the \$250 fee, cash or check made payable to Treasurer, State of Maine to the Maine Criminal Justice Academy at 15 Oak Grove Road, Vassalboro, Maine 04989. Students will be given a Log-In and Password to complete the training.

This training must be completed before attending Phase II and there is no time limit to complete the Phase I of the training, however at the completion of the Phase I training the student will need to contact MCJA and take a final exam in Vassalboro. From the Phase I completion date, the student will have two years to start Phase II.

Phase II: Students must complete the 80-Hour Interactive, Scenario Based Classroom Program. Prior to the start of Phase II, students must complete the MCJA application for the MCJA LEPS Phase II. All students must meet the prerequisites listed below and send to the Academy all the required paperwork described below.

- **Age:** Students must be 21 years old, or 20 years old with at least 60 credits from an accredited college, or age 19, currently enrolled in an accredited post secondary education program, with at least 40 credit hours. *Note Copies of transcripts or current grade reports are required with the application for those under 21.
- **Background Sponsorship:** Students must have a MCJA Background Investigation form signed and notarized by a Police Chief, Sheriff or Law Enforcement Administrator from a full-time Maine law enforcement agency that indicates no disqualifying conduct or conviction. See MCJA Background form. Disqualifying conduct or convictions will exclude applicants from eligibility, unless given a waiver from the MCJA Board.
- **ALERT Test:** Students must have a minimum passing score. The test is given at the MCJA campus the first and third Wednesday of each month at 8:00 a.m. It is also available off-site in the southern area of the state. Call MCJA at: 877-8000, or 877-8020 to schedule an appointment. A fee and photo ID are required. The ALERT test is a reading comprehension and writing skills test based upon the level required to master the MCJA Basic School Curriculum. There is no time frame to pass the ALERT exam prior to the start date of the Phase II program.
- **Physical Fitness Test:** Students must pass a Board approved fitness test at the 40th percentile based on age and gender norms. A fee is required. The following three (3) test items constitute the physical fitness test (PFT) requirements for acceptance into the Law Enforcement Pre-Service Phase II Program (same as entry into

the BLETP): One Minute Maximum Push-Up test; One Minute Sit-Up test; and 1.5 mile run. The student will be required to pass the PFT exam within 1 year prior to the start date of the Phase II program.

- **Written Test:** Students will be required to pass a written test over the Phase I on-line training curriculum before being accepted into the Phase II program. You will need to call 207-877-8000 to schedule your final exam which will take place at MCJA.
- **Medical Test:** Students must have a medical physical by an authorized medical person. This medical person must fill out the approved MCJA Medical form. The student will be required to pass the medical physical exam within 1 year prior to the start date of the Phase II program.

Phase III: After being hired by a Law Enforcement Agency as a Law Enforcement Officer, a provisional certificate will be issued upon receipt of a MCJA Notice of Employment and a MCJA Firearms Proficiency Form signed by a Certified MCJA Firearms Instructor. The employing agency must provide 80-hours of documented supervision before certification as a Law Enforcement Officer is granted by the Criminal Justice Academy. The Chief Law Enforcement Officer will have to sign a notarized MCJA Form stating the officer has completed the 80 hours of supervision to his or her satisfaction. The part-time law enforcement officer will have one year to complete the 80 hours of supervision. An officer may receive an extension by the MCJA Board in extenuating circumstances.

For more information on how to sign up for the pre-service training courses please visit:

<http://www.maine.gov/dps/mcja/training/preservice/index.htm>

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JOB ANNOUNCEMENT:

The Penobscot Nation is seeking
applications for the following position:

OPENING DATE: Nov 16, 2018

CLOSING DATE: Dec 4, 2018

RESERVE POLICE OFFICER

JOB STATUS:

POLICE OFFICER

Career Field: Police/Dispatch Pay

Range: \$15.00 Term: Permanent

Classification: On-call/Reserve

LOCATION:

Penobscot Nation

Public Safety

25 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

- High School Diploma or equivalent **required**. Associate's Degree or Bachelor's Degree in a related area is preferred; however, an equivalent combination of education and experience that demonstrates ability and professional knowledge may be considered.
- A valid, insurable Driver's License is **required**.
- Applicants **must** complete a pre-service law enforcement training as required by the Maine Criminal Justice Academy (MCJA; outlined below). Applicants **must** have completed Phases I and II.
- **Must** be able to demonstrate excellent interpersonal, verbal and written, communications skills.
- Ability to successfully meet and maintain adjudication and hiring requirements of both the Bureau of Indian Affairs and Penobscot Nation required. Information about these requirements are available at <https://www.law.cornell.edu/cfr/text/25/63.18>.
- **Must** successfully meet specific standards outlined in the conditional letter of employment within established timeframes.
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 - physical location: 27 Wabanaki Way, Suite 204, Indian Island, ME 04468

For further information, call 817-7306 or email at Human.Resources@penobscotnation.org

POSITION DESCRIPTION

JOB SUMMARY:

The Police Officer plays a primary role in the prevention of crime, and the protection of lives and property in the Penobscot Nation through performing a variety of police functions such as enforcing traffic laws, as well as promptly responding to distress calls via the dispatch office. Daily duties involve supporting the efficient operation of the Police department through following assigned activities, outlined departmental procedures, and implementing applicable departmental work priorities and goals. The Police Officer ensures that order is maintained, through the efficient performance of all duties in conformance with the rules, regulations, policies, procedures and orders contained in all manuals issued by the Department, taking appropriate action for the prevention of crime.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Understands and adhered to the Standard Operation Procedures (SOP) of the Department including but not limited to the following:

- Proceed to post or assignment as directed by superior officer.
- Monitors and inspects post or sector for conditions requiring police attention.
- Reports immediately to the supervisor any unusual crime, occurrence or condition.
- Reports conditions not requiring immediate attention to the Communications Center
- Establishes and maintains ongoing familiarity with the day to day routine of people residing, doing business or frequenting post or sector.
- Maintains awareness of the development of conditions tending to cause crime, takes preventative actions to correct such conditions and informs superior(s) as soon as situation permits.
- Keep dispatch operations informed of police services rendered.
- Reports any mutual aid requests from law enforcement agency to the supervisor
- Submits police officer's activity report to the supervisor as directed.

- Submit all police reports for services rendered for assigned shift before leaving shift; enter all data into computer system before leaving shift.
- Adheres to internal directive regarding the processing of all legal paperwork.
- Cooperates with Tribal Departments and agencies to accomplish mission of Department.
- Projects professional appearance in dress and demeanor while on duty.
- Interacts harmoniously 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 SOP's and Personnel Policies and Procedures.
- Performs other related tasks as requested.

KNOWLEDGE/SKILLS/EXPERIENE REQUIREMENTS:

- High School Diploma or equivalent **required**. Associate's Degree or Bachelor's Degree in a related area is preferred; however, an equivalent combination of education and experience that demonstrates ability and professional knowledge may be considered.
- A valid, insurable Driver's License is **required**.
- Applicants **must** complete a pre-service law enforcement training as required by the Maine Criminal Justice Academy (MCJA; outlined below). Applicants **must** have completed Phases I and II.
- **Must** be able to demonstrate excellent interpersonal, verbal and written, communications skills.
- Ability to successfully meet and maintain adjudication and hiring requirements of both the Bureau of Indian Affairs and Penobscot Nation required. Information about these requirements are available at <https://www.law.cornell.edu/cfr/text/25/63.18>.
- **Must** successfully meet specific standards outlined in the conditional letter of employment within established timeframes.
- Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

Law Enforcement Pre-Service Training Program

In 1989, the 114th Maine Legislature passed laws mandating the Board of Trustees of the Maine Criminal Justice Academy to establish standards for pre-service training. The purpose of this mandate was to ensure that no person could “serve as a law enforcement officer with the power to make arrests or the authority to carry a firearm until certified as satisfying pre-service training requirements.” This resulted in the first Law Enforcement Officer Pre-Service Training Program.

In 2009 the Board of Trustees of the Maine Criminal Justice Academy proposed changes to the current Law Enforcement Pre-Service Training Program. Updates to the existing program were implemented, and the format and number of hours required to graduate was increased. Students will also have to complete a supervisory component.

In addition to the changes in the curriculum, the Maine Criminal Justice Academy has also prepared a certification process to become a part-time law enforcement officer. The elements of the certification process include weapons certification, a knowledge test, and supervision by your employing agency. These requirements are more fully explained as follows:

Phase I: Students must meet the age and education requirements to apply for this course (see application). Students must complete the 40-Hour On-line Law Enforcement Pre-Service Training Program. Students must complete the MCJA application for the MCJA LEPS Phase I and send it along with the \$250 fee, cash or check made payable to Treasurer, State of Maine to the Maine Criminal Justice Academy at 15 Oak Grove Road, Vassalboro, Maine 04989. Students will be given a Log-In and Password to complete the training.

This training must be completed before attending Phase II and there is no time limit to complete the Phase I of the training, however at the completion of the Phase I training the student will need to contact MCJA and take a final exam in Vassalboro. From the Phase I completion date, the student will have two years to start Phase II.

Phase II: Students must complete the 80-Hour Interactive, Scenario Based Classroom Program. Prior to the start of Phase II, students must complete the MCJA application for the MCJA LEPS Phase II. All students must meet the prerequisites listed below and send to the Academy all the required paperwork described below.

- **Age:** Students must be 21 years old, or 20 years old with at least 60 credits from an accredited college, or age 19, currently enrolled in an accredited post secondary education program, with at least 40 credit hours. *Note Copies of transcripts or current grade reports are required with the application for those under 21.
- **Background Sponsorship:** Students must have a MCJA Background Investigation form signed and notarized by a Police Chief, Sheriff or Law Enforcement Administrator from a full-time Maine law enforcement agency that indicates no disqualifying conduct or conviction. See MCJA Background form. Disqualifying conduct or convictions will exclude applicants from eligibility, unless given a waiver from the MCJA Board.
- **ALERT Test:** Students must have a minimum passing score. The test is given at the MCJA campus the first and third Wednesday of each month at 8:00 a.m. It is also available off-site in the southern area of the state. Call MCJA at: 877-8000, or 877-8020 to schedule an appointment. A fee and photo ID are required. The ALERT test is a reading comprehension and writing skills test based upon the level required to master the MCJA Basic School Curriculum. There is no time frame to pass the ALERT exam prior to the start date of the Phase II program.
- **Physical Fitness Test:** Students must pass a Board approved fitness test at the 40th percentile based on age and gender norms. A fee is required. The following three (3) test items constitute the physical fitness test (PFT) requirements for acceptance into the Law Enforcement Pre-Service Phase II Program (same as entry into

the BLETP): One Minute Maximum Push-Up test; One Minute Sit-Up test; and 1.5 mile run. The student will be required to pass the PFT exam within 1 year prior to the start date of the Phase II program.

- **Written Test:** Students will be required to pass a written test over the Phase I on-line training curriculum before being accepted into the Phase II program. You will need to call 207-877-8000 to schedule your final exam which will take place at MCJA.
- **Medical Test:** Students must have a medical physical by an authorized medical person. This medical person must fill out the approved MCJA Medical form. The student will be required to pass the medical physical exam within 1 year prior to the start date of the Phase II program.

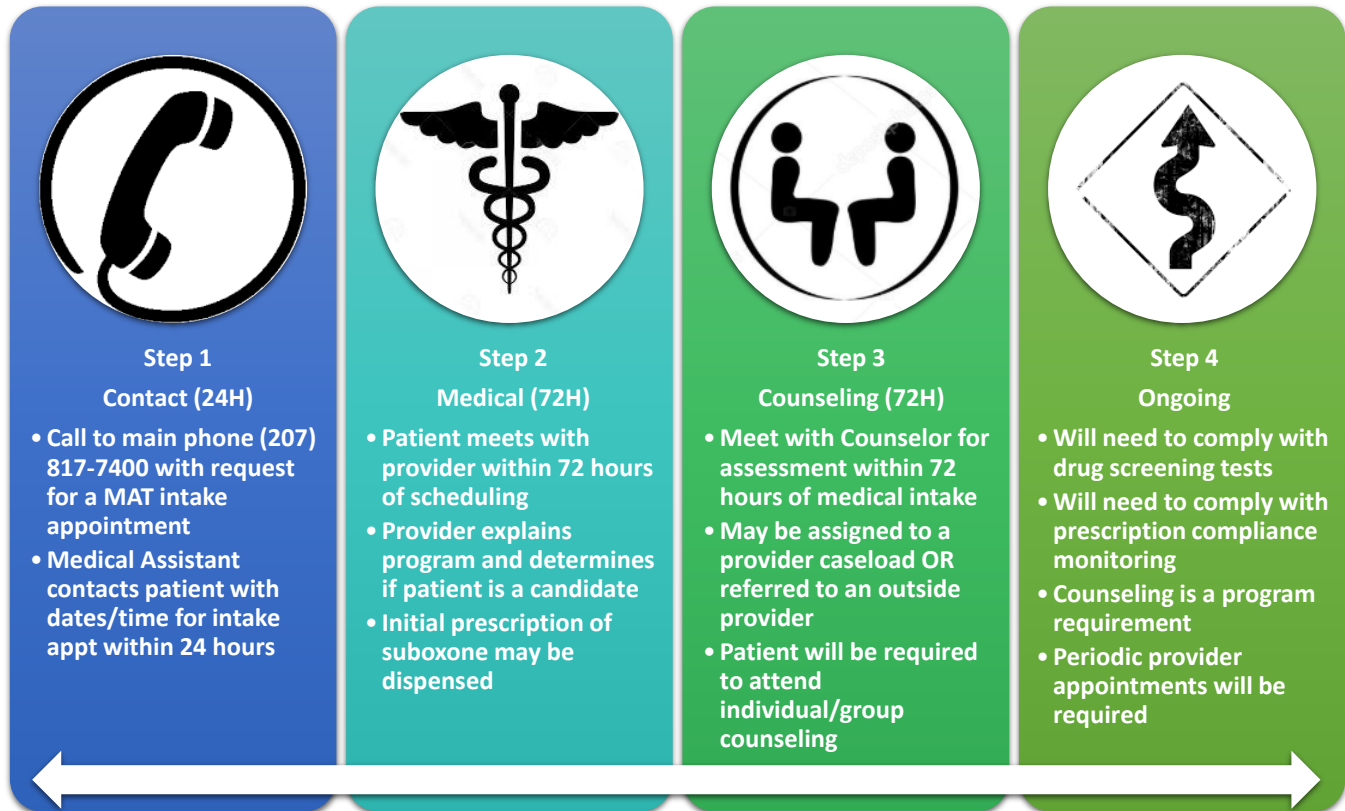
Phase III: After being hired by a Law Enforcement Agency as a Law Enforcement Officer, a provisional certificate will be issued upon receipt of a MCJA Notice of Employment and a MCJA Firearms Proficiency Form signed by a Certified MCJA Firearms Instructor. The employing agency must provide 80-hours of documented supervision before certification as a Law Enforcement Officer is granted by the Criminal Justice Academy. The Chief Law Enforcement Officer will have to sign a notarized MCJA Form stating the officer has completed the 80 hours of supervision to his or her satisfaction. The part-time law enforcement officer will have one year to complete the 80 hours of supervision. An officer may receive an extension by the MCJA Board in extenuating circumstances.

For more information on how to sign up for the pre-service training courses please visit:

<http://www.maine.gov/dps/mcja/training/preservice/index.htm>

READY TO ENTER RECOVERY?

Follow these steps to access the Medication-Assisted Therapy Program at the Penobscot Nation Health Department:



Maine Whooping Cough Cases Increasing



- Maine CDC is reporting unusually high rates of pertussis (whooping cough) so far this year
- In 2017, Maine's pertussis rate was the worst in the nation, at 9x the national average
- Pertussis is caused by a bacteria that affects the breathing and can be very serious, especially in infants
- Pertussis is spread person-to-person through coughing and sneezing, and those infected are contagious for 21 days unless treated with antibiotics
- People of all ages can get pertussis, including those who have been vaccinated, but it is most common in school-aged children and teenagers
- Consider getting the Tdap booster before the holidays, especially if you will come in contact with children too young to be fully vaccinated
- **Questions or concerns about pertussis (whooping cough)? Want to make an appointment to update your vaccinations? Contact the Health Department at (207) 817-7400**

Pertussis

Fact Sheet



Maine Center for Disease
Control and Prevention

An Office of the
Department of Health and Human Services

Paul R. LePage, Governor

Mary C. Mayhew, Commissioner

What is pertussis?

Pertussis, or whooping cough, is caused by bacteria called *Bordetella pertussis*. Pertussis can be very serious, especially in infants. It mainly affects the breathing.

What are the signs of pertussis?

The first signs of pertussis are similar to a cold (sneezing, runny nose, low-grade fever, and a cough). These signs start 5 to 21 days after exposure. After one or two weeks of illness, the cough gets worse with symptoms that may include:

- A sudden, uncontrollable cough where one cough follows the next without a break for breath.
- A high-pitched whooping sound when breathing in after a coughing episode. Whooping is less common in infants and adults.
- Vomiting after coughing
- Exhaustion

Over time, coughing spells become less frequent, but may continue for several weeks or months.

How do you catch pertussis?

Pertussis is spread from person to person through the air. A person has to breathe in droplets from an infected person to get sick. For example, a person may catch pertussis by standing close (less than 3 feet away) to an infected person who is coughing or sneezing.

When and for how long can a person spread pertussis?

Pertussis is most likely to spread to others early in the illness. Persons with pertussis can no longer spread the disease once they have completed 5 days of treatment with antibiotics. However, persons with pertussis who do not take antibiotics can spread the disease during the first 21 days they are sick.

What are the complications?

Severe pertussis is more likely in infants than in older children or adults. The most common complication of pertussis is pneumonia. Seizures,

swelling of the brain and death are rare but possible.

Who gets pertussis?

People of all ages can get pertussis, even people who have been vaccinated or have had pertussis infection in the past. It is most common in school-aged children and teenagers, but cases in adults also occur. Older children and adults usually have less severe illness, but they can still spread the disease to infants and young children.

Is there any treatment?

Pertussis can be treated with antibiotics. Treatment should be started early to prevent the spread to others and can lessen the symptoms of illness. A cough may continue for many weeks after treatment especially if treatment wasn't started until late in the illness. Pertussis bacteria die off naturally after three weeks of coughing. Antibiotics are not recommended if a person has already been coughing for 21 days or more.

Why did my healthcare provider tell me or my child to stay home for 5 days?

You can still spread pertussis to others until you take 5 days of antibiotics. Disease can spread quickly in schools or the workplace.

What will happen if I do not want to take the antibiotics?

If you do not take the antibiotics, you will need to stay away from others for 21 days after you start to become sick. This includes staying home from daycare, school, work or events.

Is there a lab test for pertussis?

Yes. To test for pertussis, your healthcare provider may insert a swab (like a long q-tip) into your nose. The lab will test the material on the swab to see if they can find the bacteria that causes pertussis.

Is there a vaccine for pertussis?

Yes, there are vaccines. The childhood vaccine is called Dtap, and the Pertussis booster for adolescents and adults is called Tdap.

People who catch pertussis after being vaccinated have milder illness and are much less likely to be hospitalized or die from the disease.

Vaccines prevent 200,000 cases of pertussis each year in the US. Talk to your healthcare provider about getting vaccinated against pertussis.

How can pertussis be prevented?

Vaccinate all children on time. Speak with your healthcare provider to see if you should get a booster vaccine. This is the best way to prevent pertussis.

Other ways to prevent pertussis are to:

- Avoid close contact with others who are sick or coughing
- Wash your hands often
- Stay at home if you are ill
- Cover your cough with a tissue or cough into your sleeve
- Use routine cleaners and disinfectants to remove these bacteria from surfaces or objects.
- See your healthcare provider if you have signs of pertussis or have been in close contact with someone who has pertussis.

Where can I get more information?

For more information contact your healthcare provider or local health center. Infectious Disease Epidemiology website:

<http://www.maine.gov/dhhs/mecdc/infectious-disease/epi/index.shtml>

The federal Centers for Disease Control and Prevention website - <http://www.cdc.gov> - is another excellent source of health information.

St. Ann's/Penobscot **Food Pantry**

Open *TWICE* a month.
Food is also available on
an *EMERGENCY* basis.

9:00 am-10:am

Seniors Only

10:00 am-12:00 pm

General Public

December 3, 3018

December 21, 2018

You must meet the income guidelines to be eligible to receive food and you will need to sign an eligibility form.

Call 817-3165x7 for
more information.

Please bring your own
bags.



Christmas Assistance

The Penobscot Nation Department of Social Services will be providing assistance to NEEDY Penobscot families, with Christmas. All applications will be classified, if necessary, in case of limited funds. **Please, complete the ENTIRE application and return as soon as possible.**



Child's Name & Age	Child's Name & Age	Child's Name & Age

Parent's Name:

Number:

I give my permission for the Penobscot Nation Department of Social Services to verify I am not receiving assistance from other agencies.

Signature

Date

Have you requested assistance from anywhere else?

YES ☐ NO ☐

Do you have custody of the child(ren) you are applying for?

YES ☐ NO ☐

Do you receive any public assistance (TANF, Food Stamps, etc.)?

YES ☐ NO ☐

Have you received assistance from Penobscot Nation Social Services for Christmas before?

YES ☐ NO ☐

**RETURN TO PENOBSCOT NATION DEPARTMENT OF SOCIAL SERVICES AT
2 DOWN STREET NO LATER THAN THE**

DEADLINE: DECEMBER 10TH AT 4:00

Penobscot Nation Youth Program

THE PEBNOBSCOT NATION YOUTH PROGRAM IS NOW LOCATED AT THE SOCKALEXIS ARENA. OUR HOURS OF OPERATION ARE:

MONDAY 3:00 – 5:00PM
TUESDAY 1:30 – 5:00PM
WEDNESDAY 3:00 – 5:00PM
THURSDAY 3:00 – 5:00PM
FRIDAY 3:00 – 5:00PM

DURING SCHOOL VACATIONS AND IN-SERVICE DAYS, THE YOUTH PROGRAM WILL BE OPEN FROM 7:30AM-5PM.

THE YOUTH PROGRAM IS NOW OPEN TO YOUTH AGES 6-18. WE NEED REGISTRATION FORMS FOR ALL YOUTH ATTENDING AND ANY CHANGES THAT NEED TO BE UPDATED ON EMERGENCY INFORMATION.

THE YOUTH PROGRAM NEEDS WRITTEN PERMISSION FOR A YOUTH TO BE RELEASED WITHOUT AN AUTHORIZED PERSON OR TO LEAVE ON THEIR OWN.

IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CALL JOHN NEPTUNE AT 659-3490 OR BRITTNEY FIELDS AT 217-1906

The youth are the foundation of our future and needs our help and support to create positive opportunities that will only strengthen our community. There are many ways to help: monetary donations, donations of supplies, and a donation of time with the youth. You can invest in many things in life and you may win some and lose some, but when you invest in the youth you win every time. The youth needs your help more than ever and every little bit helps.

Please contact John Neptune at 207-659-3490 or Brittney Fields at 207-217-1906 to let us know how you would like to help. A payroll deduction form has been attached, if that is a way you would like to support the youth of this community.

THANK YOU FOR YOUR SUPPORT!



PENOBSCOT NATION
PAYROLL DEDUCTION AUTHORIZATION

I, _____ hereby authorize the Penobscot Indian Nation
to deduct from my payroll check, \$ _____ a week.

Please start the deduction with the paycheck of week ending: _____

Information needed for the deduction:

Account # or any Identifying # _____

Please send the check to:

Youth Program (Penobscot Nation) # 8114

Employee Signature: _____ Date: _____

For Finance Office Use Only

Employee # _____ Fund# _____ Dept # _____

Deduction Code/Type: 8114

Entered on Computer: _____

OPEN COURT NIGHT

When: December 6, 2018

Where: Tribal Court 6 Down Street

Time: 6:00 p.m.

“Compassionate Response to Addiction”

We are pleased to welcome back Jim Lapierre, LCSW to host a discussion on

*stigmas that surround addiction
what causes barriers to getting help
how to support loved ones accessing help and treatment.*

Light refreshments will be served.

****Raffle****

This event is sponsored by the Healing to Wellness Court.

ATTENTION TRIBAL MEMBERS

DNR is compiling a list of Tribal Members

That would like to be entered into the

ELVER LICENSE LOTTERY

If you would like to be entered in to the

ELVER LICENSE LOTTERY

Contact Faye Lawson at DNR to get your
name on the list
817-7331/817-7319

The purpose of the lottery is to choose
new elver licensees for the 2019 elver
harvesting season, if new licenses
become available. DNR is starting a new
list this year so please contact DNR even
if you were on the list in prior years.

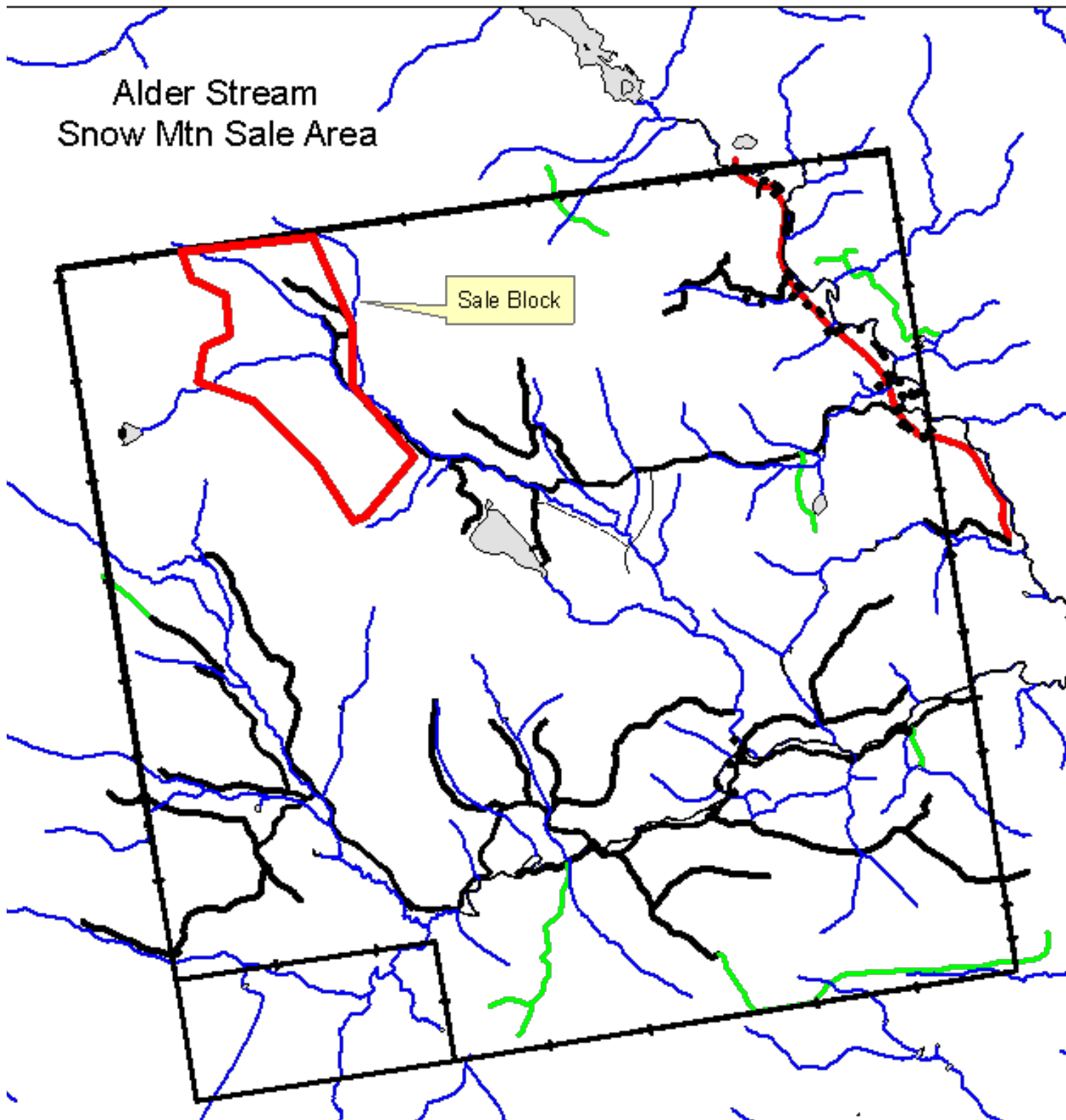
THE DEADLINE FOR SUBMISSION TO
THE LOTTERY WILL BE February 1,
2019

TELL US HOW YOU FEEL ABOUT WILDLIFE! -GET A CHANCE TO WIN A \$50 CABELA'S GIFT CARD

You are invited to participate in a research
project being conducted by the Penobscot
Nation Department of Natural Resources and
James Elliott, a master's student (M.S.) in Forest
Resources at the University of Maine, Orono.
His faculty sponsor is Dr. Sandra De Urioste-
Stone from the School of Forest Resources at
the University of Maine, Orono. The purpose of
the survey is to better understand your attitudes
and views surrounding wildlife and wildlife
disease management so the Penobscot Nation
Department of Natural Resources can be better
informed for effective decision making.

We would greatly appreciate if you would be
willing to share your views. The survey should
only take about 10-15 minutes to complete. You
must be 18 years of age to participate. After
completing the online survey you will have the
option to be entered into a raffle to win one of
three \$50 Cabela's gift cards. Survey responses
will be kept anonymous. To learn more about
this study and to take the survey, please go to
Penobscotnation.org for the link.

The Forestry staff is developing a new timber sale in Alder Stream near Snow Mountain. The attached map shows the approximate location of the sale. If you would like more information or have questions on any of these sales, please contact me at 817-7339, russell.roy@penobscotnation.org or stop by my office.



The Dr. Eunice Nelson-Baumann Home

2 Sarah Spring Drive
Indian Island, ME 04468
Tel: (207) 827-0968
Fax: (207) 827-4016

Employment at Assisted Living Facility

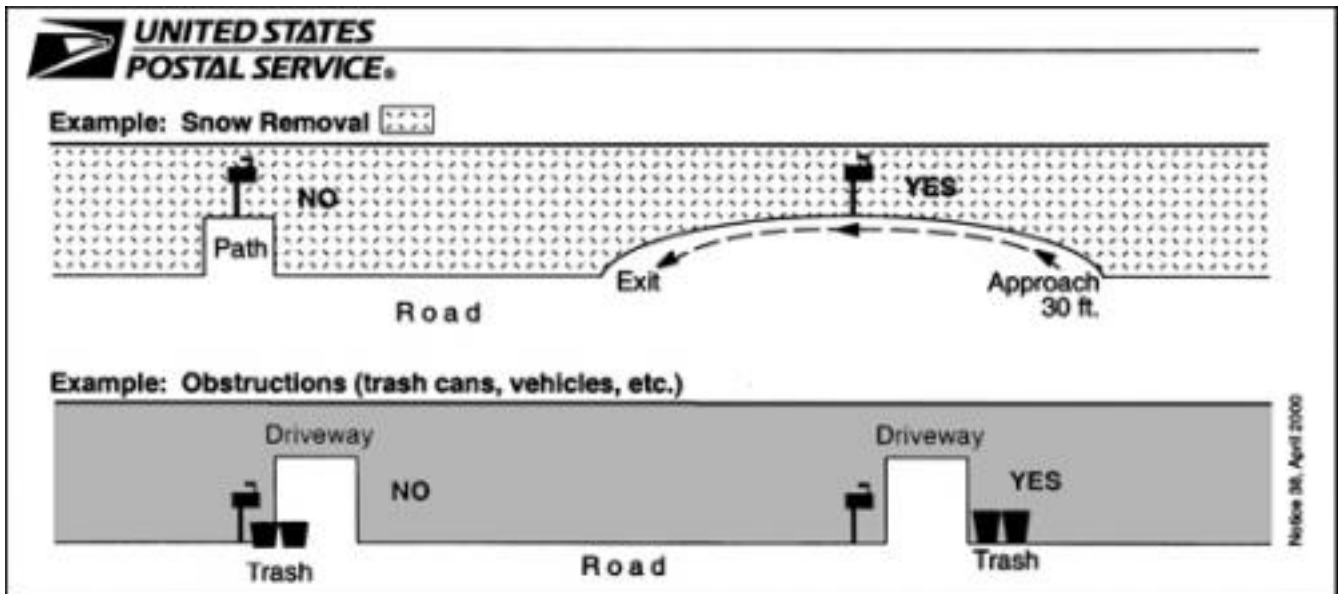
The Dr. Eunice Nelson-Baumann Home is seeking personal care aides to help fill occasional vacancies. Applicants with the CRMA qualification are preferred, but is not a reason for dis-qualification for otherwise qualified candidates. The home offers residents barrier free housing on Indian Island, personalized support services, three daily meals, assistance in taking medications, limited nursing consultation and overnight, 24 hour emergency response, and recreational and social opprtunities. For further information or to get an application pleaase contact the Program Manager at 827-0968 or email robyn.sockbeson@penobscotnation.org

NOTICE TO ALL HOUSING TENANTS

After business hours and on weekends any tenant who has an EMERGENCY (for example, the furnace has quit), please call the dispatcher at Public Safety at 827-6336.

If this procedure is not followed, the tenant will be responsible for any charges for the service(s) performed.

-Penobscot Nation Housing



The Postal Service wants to remind customers to make sure to keep pathways, stairs, walkways and the approach to your mailbox clear and free from snow and ice. This will prevent injuries and allow postal employees to provide the best possible service, even in the worst weather. In addition be sure to prepare your mailbox to withstand the conditions of heavy snow and snow removing vehicle traffic.

Penobscot Nation
Housing Department

HOUSING ASSISTANCE AVAILABLE

The following housing assistance is available. For more information about these programs please contact the Housing Department at (207) 817-7370.

Emergency Rental Assistance:

Emergency Rental Assistance (ERA) is a program offered by the Housing Department. This program is a last resort, which will provide assistance to help low income Penobscot Tribal members in the acquisition and retention of affordable housing. The maximum one-time only amount is \$800.00 which can be utilized for a security deposit or rent. All applicants are required to complete a 'stabilization plan', showing the steps necessary to retain housing.

Emergency Repairs:

If you are experiencing a housing emergency, the Tribal Emergency Rep program is available through the Housing Department. Typically, the program can help with an electrical, plumbing, or heating emergency. To some extent the program can also help fix problems that have turned into emergencies, such as: a leaking roof, a broken window, or the need to address safety issues as a result of domestic violence. This program was designed to help low income home owners with emergencies that are: 1) of recent origin-problems that have developed over time are generally not emergencies, 2) resulting in a condition that threatens health and safety, and 3) situations where the homeowner has no other resources to address the problem. Applicants must be low income to qualify. If you are interested in finding out more information about this program please contact the Housing Department at (207) 817-7370.

Closing Cost:

Up to \$4000 is available to assist tribal member purchase a home. The program requires that the applicant provide evidence from a bank or other lender that they are approved for borrowing. At the time of closing, the program will pay for any closing costs up to \$4000.