



January 2018

PENOBSCOT NATION COMMUNITY FLYER *naṭapačimohtawak*



happy
new
year!



PUBLIC NOTICE

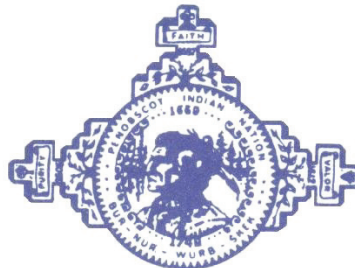
Tuesday, January 02, 2018

The Penobscot Indian Nation intends to file an application for federal assistance with the United States Department of Agriculture Rural Development. This assistance is needed for the purpose of financing an upgrade of the main pump station on Wabanaki Way and the sewer treatment plant.

Any Interested party may attend an informational meeting at the Penobscot Nation Treatment Plant Conference Room, 14 Wabanaki Way, Indian Island, Maine on Friday, February 2nd, 2018 at 10:00-11:00 A.M.

Penobscot Nation Utility Department

A handwritten signature in black ink, appearing to be 'JLH', is written over the text of the Penobscot Nation Utility Department.



JOB ANNOUNCEMENT:

The Penobscot Nation is seeking
Applicants for the following position:

OPENING DATE: Dec. 15, 2017

CLOSING DATE: Jan. 29, 2018

DEPUTY COURT CLERK

JOB STATUS:

DEPUTY COURT CLERK

Career Field: Program Staff

Category: A

Pay Range: \$9.37 - \$19.99 per hr

Classification: Non-Exempt Temporary

Part- Time (24 hrs per week)

LOCATION:

Penobscot Nation Tribal Court

12 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

- High school diploma or a GED **required**. Associate's degree in a relevant subject matter area (such as Pre-Law, Business Administration, Records Management or Social or Human Services) preferred.
- **Must** be 21 years of age or older, having never been convicted of a felony nor of a non-traffic misdemeanor within the past year.
- Applicant **must** speak, write, and understand the English language fluently and have solid grammar, math, computer, and reasoning skills.
- Fluency with Microsoft Windows, Word, and Outlook essential.
- **Must** demonstrate competence in the skills essential to the preparation and maintenance of court records, including touch typing.
- **Must** be able or willing to learn how to convert text documents into fillable document format (PDF) in Adobe Acrobat or similar program.
- Minimum of two years' experience working in an administrative, preferably legal, setting required.
- Ability to work in a fast-paced setting while executing excellent customer service skills necessary.
- Self-direction, organization, motivation and attention to detail required.
- **Must** be willing to respond to emergency calls occurring during non-regular business hours. Must be bondable (i.e., insurable).

- Applicant will be required to undergo a criminal and financial background check and drug testing prior to hiring. Indian preference will be adhered in accordance with the Penobscot Nation's Personnel Policies and Procedures.

HOW TO APPLY:

Applications available at the Penobscot Nation Human Resources Office or in the Secretary's Office at the Community Building, Indian Island, Maine. Applications are also available at www.penobscotnation.org. Submit completed applications and resume along with certifications to the Penobscot Nation Human Resources Department – 12 Wabanaki Way, Indian Island, ME 04468. For further information, call 817-7312 or email to Human.Resources@penobscotnation.org

JOB DESCRIPTION:

Position Title: Deputy Court Clerk

Department: Tribal Court

Reports to: Clerk of Court and Judicial System Director

Rate of Pay/Category: \$9.37-\$19.99/Program Staff Category A

Status/Term: Part Time/Temporary

Job Summary:

Perform a variety of administrative duties to process and manage the caseload of the Penobscot Nation Tribal Court and Appellate Court. Provide customer service to potential court users, litigants, judicial officers, attorneys, tribal government leaders, departmental personnel and the general public.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Prepare, type, review, process, and file court-related documents.
- Attend and keep a recorded and type-written record of the proceedings of the Tribal and Appellate Courts.
- Maintain strict confidentiality of court matters as mandated by Penobscot Nation law, policies, or rules of court.

- Collect and account for all fines, bail or bond money, fees or other charges which cause money to come to the Court including depositing and accounting for such monies in the manner prescribed by the Tribal Council and Director.
- Respond to inquiries from attorneys, litigants, law enforcement, judicial officers and the general public. Assist persons to access the court process, including rendering of general, non-legal advice.
- Prepare and maintain the daily court calendars including all hearings and trials, and other activities that utilize court space.
- Schedule hearing and trial dates and times and ensure all case-related materials are assembled in advance of the proceedings.
- Assist judges and justices to prepare and issue all legal orders and other documents.
- Notarize and/or certify legal and court documents.
- Organize, prepare and maintain all court-related space so that it is clean, orderly, presentable and useable at all times.
- Collect and maintain all evidence and other case-related materials; and,
- Undertake all other administrative duties that may be assigned by the Director or Clerk of Court.

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

- High school diploma or a GED **required**. Associate's degree in a relevant subject matter area (such as Pre-Law, Business Administration, Records Management or Social or Human Services) preferred.
- **Must** be 21 years of age or older, having never been convicted of a felony nor of a non-traffic misdemeanor within the past year.
- Applicant **must** speak, write, and understand the English language fluently and have solid grammar, math, computer, and reasoning skills.
- Fluency with Microsoft Windows, Word, and Outlook essential.
- **Must** demonstrate competence in the skills essential to the preparation and maintenance of court records, including touch typing.
- **Must** be able or willing to learn how to convert text documents into fillable document format (PDF) in Adobe Acrobat or similar program.
- Minimum of two years' experience working in an administrative, preferably legal, setting required.
- Ability to work in a fast-paced setting while executing excellent customer service skills necessary.
- Self-direction, organization, motivation and attention to detail required.
- **Must** be willing to respond to emergency calls occurring during non-regular business hours. Must be bondable (i.e., insurable).
- Applicant will be required to undergo a criminal and financial background check and drug testing prior to hiring. Indian preference will be adhered in accordance with the Penobscot Nation's Personnel Policies and Procedures.

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (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 required to stand, walk, kneel, bend, crouch, reach overhead, grasp, push, and pull, use hands to finger, handle, or operate objects, controls, or equipment. The employee must be able to work at a computer terminal for extended periods of time. The employee must spend several hours in a day listening closely with intense concentration. The employee must occasionally lift and/or move up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus, number differentiation, and sequencing. Specific hearing abilities required by this job include the ability to hear and differentiate voices when multiple people are speaking or when in the presence of significant background noise. Work is performed most frequently in the busy court clerk's office and in the courtroom.

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.

LICENSES/CERTIFICATES/REGISTRATIONS:

Must be able to obtain and maintain Notary Public designation within one year of date of hire.
Must hold and maintain a valid State of Maine driver's license.

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

Approved by Personnel Committee: December 4, 2017
Approved by Tribal Council: December 11, 2017

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: December 19, 2017

CLOSING DATE: January 10, 2018

ADMINISTRATIVE SECRETARY

JOB STATUS:

Career Field: Clerical

Pay Range: \$14.88- \$20.16

Category: E

Classification: Regular, Part-Time

LOCATION:

Penobscot Nation

Health Center

19 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: Minimum education: 2 year degree in Human Services or Behavioral Science or equivalent work experience. 2- 3 years' experience in general office procedures, demonstrated ability in MS Office including MS Publisher. Must have experience in dealing with the public. Must maintain the highest ethical standards and confidentiality and be able to deal with the public as well as individuals who have behavioral health issues. Must have valid driver's license. Indian Preference will be adhered to in accordance with the Penobscot Nation's 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 207-817-7306 to request applications be sent to you.
- 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 817-7312 or email at andrew.tomer@penobscotnation.org

JOB DESCRIPTION

POSITION TITLE: Admin Secretary- Behavioral Health Department

ACCOUNTABLE AND RESPONSIBLE TO: Behavioral Health Manager/Clinical Supervisor

SUPERVISOR: Behavioral Health Manager/Clinical Supervisor

RESPONSIBILITY: *Provide a confidential and welcoming atmosphere.* Ensure that the patient intake process is completed and patient flow is maintained.

JOB RESPONSIBILITIES:

1. Immediately greet all patients and be of assistance.
2. Responsible for following *confidentiality procedures* as outlined in the Privacy Act **and HIPAA**
3. Beginning of the day check with the answering service for all messages; deliver all messages appropriately
4. Maintain appointments in electronic scheduler for the counselors, including BH manager. Keep a copy of the next days scheduled appointments. To reduce no shows and cancellations, call a day ahead to remind clients of their upcoming appointment. Follow up calls for no shows will also be necessary.
5. Maintain the waiting areas and play therapy/conference room.
6. Answer all telephone calls, transfer calls or take messages as appropriate; call to be answered within 3 rings. Relay all telephone messages appropriately via email or in person to counselors
7. Collect weekly times sheets, travel request forms, purchase order forms, etc. and bring to BH Manager for signature. Deliver forms to administration.
8. Provide in-house referrals to clinic psychiatric nurse
9. Inform the Counselors when patients arrive for sessions either via phone or in person
10. Maintain patient flow
11. At the end of the day initiate the answering service system
12. Copy insurance information and patient registration information. *Give insurance information to front desk staff for processing.*
13. Notify providers regarding incoming calls from other providers and/or clients
14. Reschedule patients when staff members are absent
15. Complete a face-to-face patient registration interview for all patients and initially determine eligibility for services; and complete a brief intake packet including Rights of Recipients of Mental Health and Substance Abuse services and Release of Information forms where needed.
16. Maintain appointment scheduler for all staff meetings and take staff meeting minutes for the business portion of the meeting
17. Update registration information in RPMS and obtain patient signatures for Records Department as necessary
18. Complete necessary departmental typing, data entry, copying and filing as requested
19. Maintain files of resources (e.g., treatment agencies, outside providers, treatment programs, etc.)

20. Any other related duties as needed

QUALIFICATIONS AND OTHER REQUIREMENTS:

Minimum education: 2 year degree in Human Services or Behavioral Science or equivalent work experience. 2- 3 years' experience in general office procedures, demonstrated ability in MS Office including MS Publisher. Must have experience in dealing with the public. Must maintain the highest ethical standards and confidentiality and be able to deal with the public as well as individuals who have behavioral health issues. Must have valid driver's license. Indian Preference will be adhered to in accordance with the Penobscot Nation's Personnel Policies and Procedures.

CATEGORY: E, \$14.30-19.38 (2016)

CLASSIFICATION: CLERICAL

HOURLY: 20 HOURS

Revised: December 17, 2014

Approved by Personnel Committee: December 18, 2014

Approved by Council: January 14, 2014

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: December 14, 2017

CLOSING DATE: January 5, 2018

COUSELING SERVICE COORDINATOR/CLINICAL SUPERVISOR

JOB STATUS:

Counseling Service Coordinator
/Clinical Supervisor
Career Field: Program Staff
Pay Range: \$29.86-\$40.52 per hr.
Term: Exempt Full-Time
Classification: 40 hours
CATEGORY: A-16

LOCATION:

Penobscot Nation
Health Department
12 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

- 4 years of clinical experience in the field of substance abuse and family counseling
- 2 years of clinical supervision experience
- Master's Degree in Addiction Studies, Counseling, or Psychology
- Licensed Alcohol and Drug Counselor (LADC)
- Licensed Clinical Professional Counselor (LCPC)
- Certified Clinical Supervisor (CCS)

Indian Preference will be adhered to in accordance with Penobscot Nation's Personnel Policies
and Procedures Manual

HOW TO APPLY:

- Applications available at the Human Resources Office or in the Secretary's Office At the Nicholas Sapiel Junior Building, Indian Island, Maine. Applications are also available at www.penobscotnation.org
- Submit completed applications and resume along with certifications to the Penobscot Nation Human Resources Department – 12 Wabanaki Way, Indian Island, ME 04468
- For further information, *call 817-7312 or email at Human.Resources@penobscotnation.org*

JOB DESCRIPTION

Position Title: Counseling Service Coordinator/Clinical Supervisor

Department: Health Department

Reports To: Director

Rate of Pay/Category: \$29.86 – 40.52 / A-16

Status/Term: Exempt

JOB SUMMARY:

The Counseling Services Coordinator/Clinical Supervisor is responsible for the management of the counseling services program. This includes maintenance of client records, completion of all necessary reports, program development, supervision of staff, grant and proposal writing, communication with outside agencies, and other functions relevant to service provision.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Supervises the functioning of the Counseling Services Assessment Team
- Schedules and facilitates weekly counseling service staff meetings
- Provides weekly individual supervision for counseling service staff
- Provides on-going case supervision
- Supervises the development of treatment plans and reviews case records
- Coordinates the assignment of clients and tracks case load for counselors
- Performs crisis intervention counseling as needed
- Completes personnel evaluations and recommendations for personnel actions for Counseling Services staff
- Services as the liaison between this facility and outside service agencies
- Oversees all referrals to outside agencies and utilization review
- Collaborates with billing staff to maximize third-party reimbursements
- Reviews and revises Counseling Services Policies and Procedures Manual
- Identifies and implements process improvements to facilitate patient access to services

- Serves as advocate on a local, state, and regional level for substance abuse, counseling, and prevention services
- Coordinates the development and evaluation of prevention services of children and adolescents
- Coordinates and/or provides for in-service training and professional development activities for staff
- Provides for the maintenance of standards required for State of Maine Substance Abuse, and/or mental health program licensure
- Provides direct counseling to individuals, families, and groups on a limited basis
- Ensures that all client records meet the standards of compliance for licensing
- Participates as member of Managed Care Team
- Develops treatment plans for clients
- Provides referrals to clients as needed consistent with the approved priority system
- Collaborates with other staff on substance abuse and mental health issues regarding community education activities
- Fulfills administrative reporting requirements
- Completes and/or assists in the writing of appropriate grants and contracts
- Assumes responsibility for following confidentiality procedures as outlines in the Privacy Act and HIPAA
- Performs additional related duties as requested
- Responsible for department participation in tribal initiatives such as Juvenile Advisory Group Team, Drug Court Team, and the Child Protective Team

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

4 years clinical experience in the field of substance abuse and family counseling
2 years of clinical supervision experience

LICENSES/CERTIFICATES/REGISTRATIONS: (driver's license, professional licensing/certification)

Master's Degree in Addition Studies, Counseling, or Psychology,
Licensed in Alcohol and Drug Counselor (LADC),
Licensed Clinical Professional Counselor (LCPC),
Certified Clinical Supervisor (CCS)

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

Must be physically able to perform the essential duties and responsibilities of the position in an office environment with reasonable accommodation when necessary.

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

Approved by Personnel Committee: December 4, 2017



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: December 19, 2017

CLOSING DATE: January 10, 2018

DRIVER – Health Department

JOB STATUS:

Career Field: Program Staff
Pay Range: \$9.37 - \$19.99
Term: Regular Part-time
Classification: Program Staff
CATEGORY: A

LOCATION:

Penobscot Nation
Health Department
23 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: Valid State of Maine driver's license with clean driving record. Certification in CPR and Basic First Aid, preferred. Physically able to assist disabled person in and out of vehicle. Indian Preference will be adhered to in accordance with the Penobscot Nation's Personnel Policies and Procedures.

HOW TO APPLY:

- Applications available at the Human Resources Office, suite 212 or in the Secretary's Office at the 27 Wabanaki Way, Indian Island, Maine. Applications are also available at www.penobscotnation.org
- Submit completed applications and resume along with certifications to the Penobscot Nation Human Resources Department – 12 Wabanaki Way, Indian Island, ME 04468
- For further information, *call Andrew Tomer, HR Specialist at 817-7312 or email at Human.Resources@penobscotnation.org*

JOB DESCRIPTION

POSITION: Driver

ACCOUNTABILITY: Clinic RN/CHCM

RESPONSIBILITY: Provide transportation for off-site medical services.

DUTIES:

1. Transportation to/from off-site medical appointments from Indian Island to the greater Bangor area for patients of PNHD who are eligible for this service as defined by the established Transportation Policy.
2. Scheduling of all transportation appointments
3. Routine upkeep of GSA vehicle used for patient transportation
4. Perform home visits to elders to assess needs, concerns or problems and report findings to CHCM. Inform Medical Director or Clinic Nurse of community members who may potentially need medical attention and/or home visits
5. Be responsible for following confidentiality procedures as outlined in the Privacy Act
6. Other duties as assigned by supervisor

MINIMUM QUALIFICATIONS: Valid State of Maine driver's license with clean driving record. Certification in CPR and Basic First Aid. Physically able to assist disabled person in and out of vehicle. Indian Preference will be adhered to in accordance with the Penobscot Nation's Personnel Policies and Procedures.

Position Type: Part-Time

Career Field: Program Staff

Category: A

Pay Range: \$19.37 – \$19.99 per hour

Reviewed: March 2007

Personnel Committee Approval: August 20, 2001

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7306

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applicants for the following position:

OPENING DATE: March 21, 2017

CLOSING DATE: Until suitable candidate is found

FIREFIGHTER ON-CALL

JOB STATUS:

Firefighter On-Call
Career Field: Program Staff
Pay Range: \$10.00
Term: On-Call
Classification: On-Call
CATEGORY: A

LOCATION:

Penobscot Nation
Public Safety

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: High School Diploma or GED required. Must be 18 years of age or older, having never been convicted of a felony, or any misdemeanor conviction that resulted in incarceration, which will be grounds for disqualification from this position. Background check, criminal record check and fingerprinting required. Must have a valid State of Maine Driver's License. Must successfully pass pre-employment screenings as stated in Penobscot Nation Policies and Procedures. Previous experience preferred, but not required. This is an on-call position and it is expected that a reasonable effort be made to attend trainings and calls. If unable to attend a scheduled training it is expected that you let the Fire/EMC know in advance. While at a call, you will be expected to perform job functions up to your level of training and always in a professional manner.

Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures. Indian preference will be adhered in accordance with the Penobscot Nation's Personnel Policies and Procedures.

HOW TO APPLY:

- Applications available at the Human Resources Office or in the Secretary's Office At the Community Building, Indian Island, Maine. Applications are also available at www.penobscotnation.org
- Submit completed applications and resume along with certifications to the Penobscot Nation Human Resources Department – 12 Wabanaki Way, Indian Island, ME 04468
- For further information, *call 817-7343 or email at*
Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: On Call Firefighter

Department: Fire

Reports To: Fire/Emergency Management Coordinator

Rate of Pay/Category: Fire/Flat Rate (\$10.00)

Status/Term: Exempt / On-Call

JOB SUMMARY:

The On-call Firefighter is a skilled emergency service work that involves receiving emergency and non-emergency requests for fire assistance and responds to all types of emergencies where fire department is requested both on and off Reservation. It requires a considerable degree of initiative and independent judgment within procedural boundaries and may require responding to emotional, disturbed people in a variety of situations. Also active in department training, fire prevention and other community events the fire department is involved in.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- **Understands and adheres to Standard Operating Procedures (SOP) of the Department.**
- Know, understand and follow the department Chain of Command Structure.
- Receives and responds to emergency and non-emergency from the public, dispatchers, and law enforcement agencies via telephone and radio systems.
- Fire Suppression, Search and Rescue, Ventilation and Scene safety. You will be expected to operate up to the level at which you have been trained.
- Achieve Firefighter 1 and 2 certification through both department trainings and available outside training opportunities.
- Develop a knowledge of truck and pumping operations through attending departmental trainings.
- Obtain knowledge of all equipment utilized, proper placement on vehicle, maintain a working knowledge of equipment.
- Participate in fire prevention activities with the community.
- Participate in departmental training when available.
- Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties.
- 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 Employee Handbook.
- Performs others related tasks, as requested.

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

High School Diploma or GED required. Must be 18 years of age or older, having never been convicted of a felony, or any misdemeanor conviction that resulted in incarceration, which will be grounds for disqualification from this position. Background check, criminal record check and fingerprinting required. Must have a valid State of Maine Driver's License. Must

successfully pass pre-employment screenings as stated in Penobscot Nation Policies and Procedures. Previous experience preferred, but not required. This is an on-call position and it is expected that a reasonable effort be made to attend trainings and calls. If unable to attend a scheduled training it is expected that you let the Fire/EMC know in advance. While at a call, you will be expected to perform job functions up to your level of training and always in a professional manner.

LICENSES/CERTIFICATES/REGISTRATIONS: (driver's license, professional licensing/certification)

Valid Maine driver's license required.

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (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, run, use hands to finger, handle, or operate objects, controls, or tools listed above. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee will occasionally be required to wear a respirator. The employee frequently works in outside weather conditions, or near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration

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

Part-time, On-Call

Career Field: Public Safety

Category: A

Approved by Personnel Committee: April 5, 2016

Approved by Tribal Council: April 6, 2016



JOB ANNOUNCEMENT:

The Penobscot Nation is seeking
applications for the following position:

OPENING DATE: December 19, 2017

CLOSING DATE: January 10, 2018

PATIENT INTAKE SPECIALIST I

JOB STATUS:

Patient Intake Specialist I
Career Field: Clerical
Pay Range: \$13.63 - \$18.50 per hr
Classification: Full-Time, Regular
Category: C

LOCATION:

Penobscot Nation
Health Department
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: Keyboard experience, 3 years of experience in medical office procedures preferred, medical terminology preferred, demonstrated computer ability, High school Diploma or GED, pleasant personality and experience dealing with the public. 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 207-817-7306 to request applications be sent to you.

Submit completed application 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

JOB DESCRIPTION

POSITION: Patient Intake Specialist I

ACCOUNTABILITY: Administrative Coordinator

RESPONSIBILITY: Ensure that the patient intake process is completed and patient flow is maintained

DUTIES:

1. At the beginning of the day check with the answering service for all messages; deliver all messages appropriately
2. Maintain appointments in electronic scheduler for the appropriate service providers. Keep a copy of the next day's scheduled appointments
3. Maintain the neatness of the waiting areas(s)
4. Answer all telephone calls, transfer calls or take messages as appropriate; call to be answered within 3 rings
5. Relay all telephone messages appropriately in RPMS
6. Provide outguides for dental, ortho on a daily basis
7. Immediately greet all patients and ask if you can be of assistance
8. At the end of the day initiate the answering service system
9. Maintain patient flow
10. Copy insurance information and patient registration information
11. Ensure that all children sign in for Orthodontia Clinic
12. Reschedule patient when required due to absences or schedule changes
13. Distribute referrals to the patients
14. Send prescription refill information to Pharmacy by RPMS
15. Inform the Clinic Nurse(s) of the arrival of the patient by RPMS
16. Maintain appointment scheduler for providers and all staff meetings
17. Complete a face-to-face patient registration interview for all patients and initially determine eligibility for services.
18. Question all patients at each visit regarding where he/she lives, mailing address , insurance and telephone numbers. All changes will be made immediately in the computer system.
19. Notify the service providers regarding incoming calls from other providers.
20. Update registration information every day on each patient.
Any address or insurance changes will be completed for the entire family as necessary.

23. Obtain patient signatures for Records Department as necessary
24. Responsible for ordering appropriate supplies
25. Maintain centralized Counseling Services scheduling
26. Complete referrals as necessary during any absences of the Referral/Insurance Coordinator/RHIT Assistant
27. Call to remind patients of the next day appointment and remind he/she to bring insurance, Medicaid or Medicare card to the appointment.
28. Check all MaineCare status on appropriate patients to ensure that the coverage is still valid.
29. Be responsible for following confidentiality procedures as outlined in the Privacy Act and HIPAA
30. Any other related duties as assigned by supervisor

MINIMUM QUALIFICATIONS: Keyboard experience, 3 years experience in medical office procedures preferred, medical terminology preferred, demonstrated computer ability, high school diploma or equivalent, pleasant personality and experience in dealing with the public. Indian Preference will be adhered to in accordance with the Penobscot Nation's Personnel Policies and Procedures.

Position Type: Full-Time

Career Field: Clerical

Category: C

Pay Range:

Revised: September 2009

Approved by Personnel Committee: September 2009

Approved by Council: September 2009

REMINDER

**PLEASE REGISTER DOGS WITH THE TRIBAL CLERK'S
OFFICE.**

NEUTERED AND SPAYED \$7.00

UNNEUTERED OR UNSPAYED \$12.00

*****12-31-2017*****

ADRIAN'S LAW

This law is written in the memory of Adrian Loring who was murdered on Indian Island in 1979. Adrian was killed by a non-member with a questionable background. This law is intended to prevent such a tragedy from ever happening again by putting in place clear standards and procedures to protect our citizens. We exercise this right under our exclusive jurisdiction to determine residency which also includes authority to control the presence of non-members within Penobscot Indian territory. Except as specifically set forth in this law, non-members are not allowed to reside within Penobscot Indian territory. The Chief and Council of the Penobscot Nation are hereby authorized to exercise all powers and rights of the Penobscot Nation in relation to the presence and residency of non-members at or within Penobscot Indian territory, consistent with the provisions set forth herein, except as otherwise expressly provided in applicable tribal law. All decisions of the Chief and Council pursuant to this law are final and not subject to review or appeal; provided, however, the Chief and Council can reconsider any action as it deems appropriate in its sole discretion.

Section 1 -Visitation: Defined as any non-member staying in Penobscot Indian territory overnight for any period up to 3 consecutive nights; provided, however, that a non-member can apply for a special visitation permit for up to a 2 week period once in any calendar year.

Any non-member wishing to stay overnight within Penobscot Indian territory for any period up to 3 consecutive nights or requesting a special visitation permit must fill out a visitation form at the Penobscot Nation Police Department stating their purpose for being present within Penobscot Indian territory and must have a tribal member sponsor. This form serves as permission for the Penobscot Nation to conduct any and all background checks on the individual. Based on the background check results any individual may be denied visitation or have it revoked. (See Section 3 below, Automatic Denial)

Section 2 - Non-member Residency: Defined as any non-member staying within Penobscot Indian territory for 4 or more consecutive nights except those non-members exempted under Section 7 below or receiving a special visitation permit as provided in Section 1 above.

Any non-member except those exempted under Section 7 below or receiving a special visitation permit as provided in Section 1 above must receive approval from the Chief and Council prior to residing within Penobscot Indian territory. The non-member must complete the request for residency application and return it to the Tribal Clerk's office. Residency applications will be kept and monitored by the Tribal Clerk, and all applicants must sign out the application with the Tribal Clerk. The residency application serves as permission for any and all background checks on the applicant. Based on the background

check results any individual may be denied residency. (See Section 3 below, Automatic Denial)

The residency permit shall specify the date of issuance, the date of expiration and any terms and conditions placed on the applicant. The Chief and Council have full discretion to place any terms or conditions for residency in the permit.

Section 3 - Automatic Denial: Any applicant who has any of the following background issues will be automatically denied visitation and/or residency within Penobscot Indian territory or if already receiving a permit such permit will automatically be revoked:

- Any conviction for drug trafficking or the illegal sale of alcohol within 15 years of the date of application.
- Any conviction for a drug trafficking offense coupled with other drug related charges no matter when the offenses occurred.
- Any conviction involving the sexual abuse of a minor.
- Any conviction for a felony violent crime on a person within 15 years of the date of application.
- Any conviction for a sex offense.
- Any conviction involving domestic violence.

If it is determined that a non-member exempted under Section 7 has any of these background issues, the Chief and Council will conduct a hearing as soon as practicable to decide whether such non-member should be removed pursuant to Section 6(D) of this law. Any such non-member will be notified by certified mail at least 72 hours prior to the hearing time.

As stated above, there is no review or appeal for any decision of the Chief and Council pursuant to this law. Further, there is no review or appeal for any automatic denial or revocation of residency and/or visitation pursuant to this Section 3.

Section 4 - Other Definitions:

A – “Non-Member” means any person who is not an enrolled member of the Penobscot Nation according to the current census of the Penobscot Nation.

B – “Penobscot Indian territory” as defined in title 30 M.R.S.A Section 6205, including any amendments.

Section 5 - Hearing on Residency Application: An applicant and sponsor must appear before Chief and Council on the date and time of consideration of the residency application. The applicant will be notified by certified mail at least 72 hours prior to the hearing time, and the hearing and the name of the non-member shall be listed as an agenda item on the Chief and Council agenda for that meeting.

Section 6 - Trespassers:

A - Non-member without permit: Any non-member residing or visiting within Penobscot Indian territory without a valid permit will be considered a trespasser and will be asked to leave until he/she has gone through the process for a permit as set forth in this law. If a non-member has been denied a residency permit and is present within Penobscot Indian territory then a notice of removal will be issued immediately to such non-member by the Chief or in his absence the Vice Chief.

B - Notice of Removal: Any non-member served with a notice of removal shall immediately leave Penobscot Indian territory and failure to do so or if they return without written permission from the Chief shall subject them to prosecution and/or suit.

C - Permit revocation: Upon a finding by the Chief and Council that a permit should be revoked for any reason other than as set forth in D of this section immediately below, that non-member will receive a notice of revocation stating the reasons therefore and a time and place to appear before the Chief and Council to show cause as to why the permit should not be revoked. Failure to appear will result in the issuance of a removal order.

D – Non-member whose presence threatens the health, safety or welfare of the Penobscot Nation: Notwithstanding any other provisions herein, upon a finding by the Chief, based on advice of the Chief of Police, that a non-member within Penobscot Indian territory threatens the health, safety and welfare of the Penobscot Nation, the Chief may cause a notice of removal to be served on that individual(s). The finding will be set forth in the notice of removal.

E – Hearing: Any non-member served with a notice of removal shall have the right to a hearing before the Chief and Council, provided a request for hearing is sent via certified mail to the Office of the Chief and postmarked no later than (10) days from receipt of the notice of removal. The request for hearing must include a return address for delivery of mail. Upon receipt of the request for hearing, the Chief will schedule a hearing before the Chief and Council and serve notice on the non-member by certified mail with the date, time, and place of hearing, including a copy of this law, and the hearing and the name of the non-member shall be listed as an agenda item on the Chief and Council agenda for that meeting. Failure to submit a request for hearing as provided above will extinguish the right to hearing before the Chief and Council.

F - Right to return after service of removal: Any non-member served with a notice of removal may return to Penobscot Indian territory only for purposes of the hearing before

the Chief and Council on the matter of their removal or otherwise with the written permission of the Chief.

Section 7 - Exemptions: Any non-member who is a legal spouse, parent, sibling or child of an enrolled member shall be exempt from the visitation permit requirement, and if living in the residence of their enrolled member relative shall also be exempt from the residency permit requirement. **Such exempt non-members, however, remain subject to removal pursuant to Section 6(D).**

Section 8 - Violations:

A – Violation: Prosecution of this law shall be pursuant to 30 M.R.S.A. 6206(3). Any person found to be in violation of this law shall be subject to a fine of not less than \$1000 for each violation. Any tribal member that knowingly allows or assists a non-member to violate this law shall be subject to a civil fine of not less than \$500 for each violation.

B - Criminal Prosecution: Non-members who refuse to leave Penobscot Indian territory after receiving notice to do so will be subject to criminal prosecution.

Section 9 - Service: Whenever under this law a paper or notice is to be served upon a non-member such service shall be made in hand. Service will be made by any law enforcement official of the Penobscot Nation. Upon making service, the law enforcement official shall write the date, time, place, to whom served and the method of service upon the document and on the original document and return that original to the Tribal Clerk.

Section 10 - Posting of law: Legible copies of this law will be posted in at least one conspicuous location within Penobscot Indian territory, and it will be posted on Indian Island at the Tribal Court, Tribal Clerk's office and the Penobscot Nation Police Department.

Available Housing Assistance Programs for Tribal Members

The following programs are available to assist tribal members with help in buying a home, acquiring emergency rental assistance, and fixing emergencies that threaten health and safety in privately owned homes. To apply for these programs a short application is required along with documentation of income. For information on these programs and to apply for rental housing please call 817-7370.

Closing Cost Assistance Program

This program is designed to assist low-income Penobscot Nation Tribal members in the acquisition of financing for safe and affordable housing. Anyone interested in applying can pick up an application at the Housing Department or you may call 817-7370 and an application will be sent to you.

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 avoid eviction or find housing in an emergency situation. The maximum one-time only amount is \$800.00 which can be utilized for a security deposit or rent.

Emergency Home Improvement Program

The Tribal Emergency Hip program is available through the Housing Department. This program was designed to help low income home owners with emergencies that: 1) are of recent origin, 2) threaten health and safety and, 3) can't be paid for without assistance. Applicants must be low income to qualify.

PENOBSCOT NATION FREE TAX PREPARATION CLINICS

If your household income is less than \$66,000,
one of our IRS Certified Tax Volunteers will help you to prepare your own tax
return. **Please call ahead to Four Directions to make an appointment and
reserve a spot!**

Saturday, February 17, 2018

from 9am-4pm at the Nick Sapiel Building

Wednesday, February 14, 21, and 28, 2018

by appointment from 5pm –7pm at the Four Directions Orono offices

Throughout Tax Season

by appointment Monday through Friday from 9am-5pm at the Four Directions Orono offices

Want to file on your own? Check out IRS Free File software like:

www.myfreetaxes.com



FOUR DIRECTIONS
DEVELOPMENT CORPORATION

**Call Four Directions at 207.866.6545 to make an
appointment today!**

What do I need to bring to the tax clinic?

- **LAST YEAR's TAX RETURN** (including *MyFreeTaxes* log-in information if you have it)
- Social security numbers and dates of birth for everyone on the tax return.
- W-2's, 1099's or other wage statements.
- Bank account and routing information if you want direct deposit.
- Student loan interest paid in 2017
- Interest earned on savings, etc.
- Childcare provider name, address, ID numbers
- Other tax forms (like mortgage interest statements, real estate taxes, etc., if applicable).
- 1098-T from your college; other receipts for books and supplies not noted on your 1098-T
- Photo ID and Social Security Card (*these are not required for MyFreeTaxes, but good to have on hand, if needed*)

Four Directions also provides the following products and services:

- * HOME MORTGAGE AND HOME IMPROVEMENT LOANS FOR ON & OFF RESERVATION PROPERTIES
- * HOME EQUITY LOANS FOR ON-RESERVATION PROPERTIES
- * FREE TAX PREPARATION FOR ELIGIBLE HOUSEHOLDS
- * FREE FINANCIAL COACHING (CREDIT, BUDGET, AND HOMEOWNERSHIP)
- * ARTISAN/SMALL BUSINESS SUPPORT (BUSINESS PLANNING ASSISTANCE, GRANTS, & LOANS)

CASH Maine is a statewide collaboration of ten coalitions, comprised of 50 non- and for-profit partners, working together to help empower Maine individuals and families to achieve long-term financial stability.



FIND US ONLINE AT CASHMAINE.ORG



FYI THIS YEAR:

It's anticipated that the IRS will begin processing 2017 returns starting in late January 2018. Any refunds that include refundable credits, such as the Earned Income Tax Credit, Additional Child Tax Credit, and the American Opportunity Education Credit, will not be released until after February 15, 2018.



2180 Greenridge Road
North Charleston, SC 29406

Tel (843) 572.2339
Fax (843) 553.7579

www.jhenrystuhr.com

J. Henry Stuhr, Inc., Northwoods Chapel
PHONE: (843) 723-2524
ACCT: 108007

Tributes only

Rhonda Lynn Stokes

Rhonda Lynn Stokes, 57, of Goose Creek, SC, formerly of Old Town, ME died Friday, September 22, 2017. Her memorial service will be held Thursday, September 28, 2017, in the J. HENRY STUHR, INC., NORTHWOODS CHAPEL, 2180 Greenridge Road at 3:00 pm. The family will receive friends one hour prior to the service.

Rhonda was born October 6, 1959 in Itazuki AFB, Japan, daughter of Elizabeth Marie Nicolar Stokes and the late Olin Delano Stokes. She was a 1977 graduate of Hanahan High School and a longtime resident of Old Town, ME. Rhonda moved to the Lowcountry to help care for her parents. She was a kind and generous person who will be deeply missed by her mother and best friend, Elizabeth Marie Stokes; two sons, Jesse Loring and Justin Loring; daughter, Jill Trudel; two sisters, Ruth Stokes and Debra Stokes; four grandchildren: Klaire Loring, Kail Loring, Kendyl Loring and Kayleigh Trudel; niece, Brandy Stokes-Dana and her three boys, Brandon, Kaden and Destin; niece, Liza Scardato; nephew, Steven Scardato, and many friends.

Memorials may be made to SPCA Doc Williams, 109 St. James Avenue, Goose Creek, SC 29445.

A memorial message may be sent to the family by visiting our website at www.jhenrystuhr.com.

We the Penobscot: THE Panawahpkewí-Ahotenáwo (PENOBSCOT NATION) CONSTITUTION INITIATIVE

Proposed Constitution Presentation to the Chief and Tribal Council

January 9, 2018 Council Meeting
starting at 4:30 p.m.
Nick Sapiel Jr. Building



The proposed Penobscot Nation Constitution can be seen at:
<https://www.penobscotnation.org/tribal-services/constitution-committee>
and copies are available at the Tribal Court.

PENOBSCOT NATION CONSTITUTION SURVEY RESULTS

Participants: 74 (Community Days) + 141 (Online) + 14 (Paper) = **229**

Invited Adult Tribal Members as of Jan. 31, 2016 = 2,019

Q1. Whenever possible, should the Penobscot language be used in the Constitution for the names of elected positions so long as an English translation is also included? Such as sàkəmə (Chief) and wečihčihket (Vice-Chief)?

<u>Answer Choices</u>		<u>Online</u>	<u>Commty Day</u>	<u>Paper</u>	<u>Total</u>
Yes	91.56%	124	70	12	206
No	8.44%	15	2	2	<u>19</u>
					225

Q2. In historic times, the legislative body of all adult Penobscot tribal members was called the General Council. In more recent times, the body has been called the General Meeting. Which term should be used?

<u>Answer Choices</u>		<u>Online</u>	<u>Commty Day</u>	<u>Paper</u>	<u>Total</u>
General Council	75.33%	110	49	12	171
General Meeting	24.67%	29	25	2	<u>56</u>
					227

Q3. Which of the following Tribal Council actions must be approved by the General Meeting before they are valid?

<u>Answer Choices</u>		<u>Online</u>	<u>Commty Day</u>	<u>Paper</u>	<u>Total</u>
Incurring a financial obligation or making a payment of of more than \$250,000 to a third party	67.25%	102	47	5	154
Incurring a financial obligation or making a payment of more than \$500,000 to a third party	33.62%	66	9	2	77
Incurring a financial obligation or making a payment of more than \$1,000,000 to a third party	31.44%	63	6	3	72
Selling a parcel of land that is 10 acres or more	54.59%	80	35	10	125
Selling a parcel of land that is 25 acres or more	32.31%	60	11	3	74
Selling a parcel of land that is 50 acres or more	37.99%	69	15	3	87
Encumbrancing (e.g., mortgaging or pledging as collateral) Nation lands or assets for seven (7) or more years	68.12%	101	49	6	156
Use or licensing of the Penobscot Nation's name or tribal seal for any commercial purpose	72.93%	100	56	11	167
Filing a lawsuit on the Nation's behalf (or on behalf any of its departments, committees or officials)	60.26%	86	43	9	138
Settling any lawsuit involving the Nation, any of its departments, committees, or officials	58.52%	88	36	10	134
Distributing money awarded to the Nation from any lawsuit brought on the Nation's behalf	71.62%	101	50	13	164
Endorsement (including campaign contributions) by the Nation of an candidate for office, political party, or political cause	52.40%	78	30	12	120
Any legislative proposal to a state, federal, or international legislature submitted by or on the Nation's behalf	63.32%	93	42	10	145

Q4. Should the number of Tribal Council members be reduced from 12 members to 6 members in order to save money and/or shorten the length of Tribal Council meetings?

Answer Choices

<u>Answer Choices</u>		<u>Online</u>	<u>Commty</u>	<u>Day</u>	<u>Paper</u>	<u>Total</u>
Yes	26%	43	12	1	56	
No	74%	86	58	<u>12</u>	<u>156</u>	212

Q5. Tribal law refers to the position of Tribal Council Chair. How should this person be selected?

Answer Choices

<u>Answer Choices</u>		<u>Online</u>	<u>Commty</u>	<u>Day</u>	<u>Paper</u>	<u>Total</u>
The oldest Council member should automatically become Chair	2%	1	4	0	5	
The Council member who has served the longest on Council should automatically become it	7%	10	4	2	16	
The Tribal Council itself should vote for one Council member to be Chair	54%	76	34	7	117	
The Tribal membership should vote on the position after the Tribal Council members have been seated and sworn in	36%	45	28	5	<u>78</u>	
						216

Q6. Should the Constitution require each Council member to attend every General Meeting unless excused beforehand by the Chief due to illness, or other personal or family emergency?

Answer Choices

<u>Answer Choices</u>		<u>Online</u>	<u>Commty</u>	<u>Day</u>	<u>Paper</u>	<u>Total</u>
Yes	95%	127	70	14	211	
No	5%	10	2	0	<u>12</u>	
						223

Q7. Assuming that all Tribal Council meetings are open to all tribal members, under which of the following circumstances may the Council enter executive session closed to non-Council members?

Answer Choices

<u>Answer Choices</u>		<u>Online</u>	<u>Commty</u>	<u>Day</u>	<u>Paper</u>	<u>Total</u>
Discussions concerning the hiring, discipline, or termination of a tribal employee	64%	90		49	7	146
Decisions on a specific legal issue protected by attorney-client privilege	70%	97		54	9	160
Discussion of a matter that under tribal law concerns a confidential matter (for example, a child welfare case)	79%	107		61	12	180
Discussion of a politically controversial issue	10%	9		11	4	24

Q8. Should there be a waiver of the Nation's sovereign immunity from lawsuits to allow a tribal member to bring an action in the Tribal Court to enforce any provision of the Constitution?

Answer Choices

<u>Answer Choices</u>		<u>Online</u>	<u>Commty</u>	<u>Day</u>	<u>Paper</u>	<u>Total</u>
Yes	65%	79	44	9	132	
No	35%	50	19	2	<u>71</u>	
						203

Q9. How should the Tribal Justice System's judges and justices be selected?**Answer Choices**

<u>Answer Choices</u>		<u>Online</u>	<u>Commty</u>	<u>Day</u>	<u>Paper</u>	<u>Total</u>
Through the Nation’s regular employment process (interviews and recommendations by the Personnel Committee, followed by appointment by the Tribal Council)	25%	30		25	2	57
After a judicial selection committee makes recommendations, appointed by Tribal Council	32%	43		20	8	71
After interviews with the Chief and Tribal Council, appointed by the Tribal Council	18%	22		17	2	41
Elected by the tribal membership	25%	37		16	2	<u>55</u>
						224

Q10. Should the Constitution should be adopted by a tribe-wide referendum or a General Meeting vote?**Answer Choices**

<u>Answer Choices</u>		<u>Online</u>	<u>Commty</u>	<u>Day</u>	<u>Paper</u>	<u>Total</u>
Tribal Wide Referendum	77%	122	40	6	168	
General Meeting Vote	23%	17	29	5	51	
						219

Men's Gathering



Tuesday January 30th

5:30pm

Culture Building by Boat Landing

Healthy men means healthy families, which means healthy community. Join us monthly in a safe space where we can support, grow, and enjoy one another's company. We will be learning, building, and playing the snow snake game. A traditional winter medicine game for the men in the village.

"In every community there is work to be done. In every nation, there are wounds to heal. In every heart there is the power to do it."

- Marianne Williamson

Contact: gabe.paul@penobscotnation.org OR Kyle Lolar 952-1582

alənapəwə

"speak native"

Panawahpskewəwə (Speak Penobscot) Language Classes

Every week on Tuesday and Thursday

10am Carol Dana

11am Gabe Paul

Culture & Historic Preservation Dept., 2 Sarah Springs Lane, Indian Island, ME

Panawahpskewəwə Wikəwəwok (Speak Penobscot in the Home)

Every Wednesday evening from 5-6:00pm at C&HP Dept.

Alənapəwəwahtine (let's speak native) Language Gathering

Please join us for an afternoon of stories, activities, and songs in the Wabanaki dialects. We will be hosting these gatherings once a month. Coffee and light refreshments will be provided.

Please come and share your knowledge.

Sunday, January 28th, 2018

12:00pm – 4:00pm

Indian Island Boat Landing (Culture Building)



eči-tkeyik. nəwewəlatamən. nəkələtahkoč!

(ejee tkey yigk. n'wew wel da min. n'gll dahkoj.)

It's so cold. *I know it.* My ass is frozen!

Questions? gabe.paul@penobscotnation.org 817-7470 | carol.dana@penobscotnation.org 817-7476

St. Ann's/Penobscot Food Pantry
OPEN

TWICE a month. Food also available on an
EMERGENCY basis.

9:00 am – 10:00 am Senior's ONLY
10:00 am – 12:00 pm General Public

January 8, 2018

January 26, 2018

February 5, 2018

February 23, 2018

March 5, 2018

March 23, 2018

April 2, 2018

April 20, 2018

(Please use left back side door)

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

Call 817-7492 for more information

Please bring your own bags



SNOW REMOVAL REMINDER

Dear Postal Customer:

This is to remind you that postal regulations regarding delivery of mail to rural / curbside boxes require customers to keep the approach to their mailbox cleared of snow, vehicles and other objects. This will permit the rural carrier to drive up to your mailbox to deposit and collect mail. The approach to and exit from the mailbox should be cleared sufficiently on both sides to allow the carrier to drive ahead and not be required to back the vehicle after delivery.

Help your carrier provide uninterrupted service. If you have any questions please contact us.

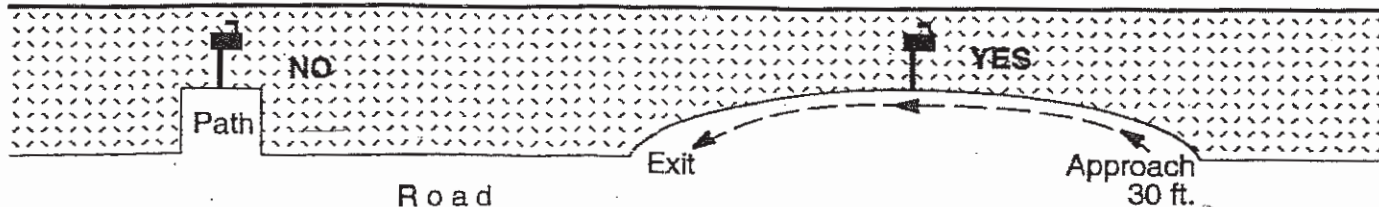
Your Postmaster

Approaches to Curbside Mailboxes

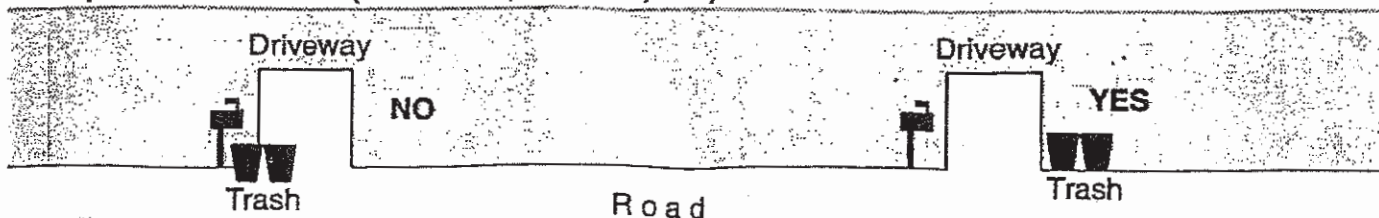
Dear Customer,

The Postal Service depends on you to meet postal requirements regarding delivery and collection of mail to curbside boxes. *Please keep the full approach and exits to your mailbox clear, as illustrated in the examples below.* Removing trash cans, snow, vehicles, and any other objects from the area allows the carrier to deliver your mail safely and efficiently without exiting the vehicle. Your cooperation in this matter is sincerely appreciated. If you have any questions, please contact us. Thank you. Your Postmaster

> Example: Snow Removal



> Example: Obstructions (trash cans, vehicles, etc.)



Community Announcements

DEPARTMENT OF PUBLIC SAFETY

Emergency: 827-7188

Business: 827-6336 (Dispatch)

Chief of Police: 817-7358



CLOSING COST ASSISTANCE PROGRAM

The Penobscot Nation Housing Department is currently initiating a Closing Cost Assistance Program and is soliciting applications. The purpose for the Penobscot Nation Housing Closing Cost Assistance Program is to assist low-income Penobscot Nation Tribal members in the acquisition of financing for safe and affordable housing. Anyone interested in applying should do so at the Penobscot Nation Housing Department or you can call 817-7370 and an application will be sent to you.

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 Department

PENOBSCOT COOKBOOK

The Senior Meal Kitchen and the Cultural and Historic Preservation Department have published a Penobscot Cookbook. All proceeds to benefit the Senior Meals Kitchen. See Tammy at Meal Site or the Penobscot Nation Museum

FOSTER PARENTS

The Penobscot Nation Department of Human Services is currently seeking Community Members interested in becoming Foster Parents. For more information or an application, please contact the Protective Services Specialist at 817-7495

-Woliwoni

EMPLOYMENT OPPORTUNITIES

Employment opportunities can be viewed on the home page of the Penobscot Nation website: www.penobscotnation.org and under Department "Human Resources" page titled "Employment Opportunities." The applications are listed on the website and they can also be obtained outside the Human Resources Department at the Nicholas Sapiel, Jr. building at 27 Wabanaki Way. Please be sure to complete the entire application. If you have any questions, please do not hesitate to contact Catha Lewey at 817-7306. -Thank You!

ATTENTION ARTISTS

Che' Molly's Trading Post has relocated to the Penobscot Museum and we would love for it to be a place for you to sell your baskets, carvings, jewelry, artwork.

We have a generous consignment policy and would be happy to find a way to make it work for you. If interested you can stop in Thursday - Saturday, or call or email Jennifer

(museum@penobscotnation.org) to set up a time. (207) 827-4153



PENOBSCOT NATION MUSEUM

Hours

Monday - Saturday

10:00 am to 4:00 pm

12 Down Street, Indian Island
museum@penobscotnation.org



Community Notices



FOR SALE

Between 2-3 (+/-) cords of seasoned firewood, all oak, some split and unsplit.
Call Ed Paul at 356-0410.

CAMP FOR SALE

2.1 Acre Camp on Birch Stream in Alton.
Map Lot 02-01-03-00
b 10714 P 170
valued @ \$18,100, asking \$6,000 firm
call Dean Francis @ 207-399-3619

LOT FOR SALE

with 28' x 55' slab
SEWER, WATER, AND ELECTRICAL HOOKUPS
Located North End of Downstreet Cemetary
Asking \$27,500
Contact Chris Mitchell@ 965-7827

FOR SALE

Voices of Katahdin
Gathering Songs CD's
\$10.00 Each

Burnurwurbskek Singers Call Ron at 991-2764

For AVON and Do-Terra products.

Call: Debbie Kondilis at 631-0655

<http://www.youravon.com1/dkondlis>

SMALL ENGINE REPAIRS

Need lawn mower, weed eater, snowmobile, etc repaired??

For more info, call Steve at 974-9784

SUNSET SALVAGE

\$100.00 PER CAR

CALL 827-5029 or 944-9337

