



## 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, 2019

**CLOSING DATE:** December 5, 2019

### **Patient Driver**

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### **JOB STATUS:**

**Patient Driver**

**Career Field: Program Staff**

**Pay Range: \$19.37 - \$19.99**

**Term: Part-time / (20 Hours)**

**Classification: Program Staff**

**CATEGORY: A**

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### **LOCATION:**

**Penobscot Nation**

**Health Department**

**23 Wabanaki Way**

**Indian Island, ME 04468**

### **BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

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**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](http://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](mailto:Human.Resources@penobscotnation.org)*

## **Patient Driver Position Description**

**Position Title:** Recovery Support Driver

**Department:** Penobscot Nation Health Department

**Reports To:** Program Director/Medical Director

**Rate of Pay/Category:** \$19.37 - \$19.99

**Status/Term:** Non-Exempt / Part-time (20 hours)

### **ESSENTIAL DUTIES/RESPONSIBILITIES:**

Transportation for patients to/from off-site peer recovery, group, and mental health services that support recovery from substance abuse and addiction. 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.

### **KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS/MINIMUM QUALIFICATIONS:**

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.

### **LICENSES/CERTIFICATES/REGISTRATIONS:**

Valid State of Maine driver's license with clean driving record. Certification in CPR and Basic First Aid.

**PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS:** 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*