

**PENOBSCOT NATION**

TRIBAL ADMINISTRATION  
HUMAN RESOURCES



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

**JOB ANNOUNCEMENT:**

The Penobscot Nation is seeking applications for the following position:

**OPENING DATE:** September 11, 2020

**CLOSING DATE:** Until Filled

**RESIDENTIAL CARE CRMA (NOLI)**

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**JOB STATUS:**

**RESIDENTIAL CARE CRMA (NOLI)**

**Career Field: Medical**

**Pay Range: \$13.79 - \$18.01 per hr.**

**Category: A-1**

**Status/Term: Per Diem, Non-Exempt**

**LOCATION:**

**Penobscot Nation**

**Health Department**

**Classification: On-call, Part-time**

**12 Wabanaki Way**

**Indian Island, ME 04468**

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**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

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**QUALIFICATIONS REQUIRED:**

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

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

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**HOW TO APPLY:**

- Apply online at [penobscotnation.org/departments/human-resources](http://penobscotnation.org/departments/human-resources).
- Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org

For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

## **JOB DESCRIPTION**

**Position Title:** Residential Care CRMA (NOLI)

**Department:** Health Department

**Reports To:** Residential Care Program Administrator

**Rate of Pay/Category:** \$13.79 – 18.01 / A1

**Status/Term:** Per Diem / Non-exempt  
Essential Personnel / Public Safety HR Protocols

### ***JOB SUMMARY:***

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

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

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

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

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

***LICENSES/CERTIFICATES/REGISTRATIONS:*** (i.e., driver's license, professional licensing/certification)

CRMA Certification  
Basic Life Support (BLS) Certification

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

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

*Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures*

*External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request*