

PENOBSCOT NATION

**TRIBAL ADMINISTRATION
HUMAN RESOURCES**

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

The Penobscot Nation is seeking
Application for the following position:

**On-call Childcare
Worker**

Open: April 4, 2022

Close: Until Filled

JOB STATUS:

**On-call Childcare Worker
Pay Range: \$12.75 per hour
Classification: On-call/Fill-in
Department: Social Services**

LOCATION:

**Penobscot Nation
12 Wabanaki Way
Indian Island, ME 04468**

QUALIFICATIONS REQUIRED: This person must be at least eighteen (18) years old with a minimum of a High School Diploma or GED; and, previous work experience in a formal or informal child care setting. The applicant must also have a sincere interest in working with children in this age group, and the ability to work flexible hours. This person must also successfully undergo a character investigation, including a criminal background check and fingerprinting as required by P.L. 101-630. Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

NOTE ABOUT ON-CALL/FILL-INS: These positions are utilized on an as-needed basis only, per the Personnel Policies and Procedures. On-call/fill-in workers do not maintain regular, continuous or guaranteed work. All on-call/fill-in workers will only maintain availability for work at a maximum of 6 months, or 1000 hours, whichever is first.

Per policies and procedures, candidate must successfully go through the pre-employment drug screen and background check before beginning work for the Penobscot Nation.

HOW TO APPLY:

- Applications are available at the Human Resources office or apply online 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 – 27 Wabanaki Way, Indian Island, ME 04468
- For further information, call 817-7312 or email at human.resources@penobscotnation.org

JOB DESCRIPTION

Position Title: On-call Childcare Worker

Department: Social Services

Reports To: PICC Teacher

Rate of Pay: \$12.75

Status/Term: On-call/Fill-in

JOB SUMMARY:

To provide support to the Lead Teacher/Coordinator with activities and field trips for pre-school and school age children (approximately 2-7 years of age) who are attending the Child Care Program.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Teach the children socially appropriate behavior
2. Assist in supervision of children's activities and preparation of meals and snacks.
3. Assist with the maintenance of attendance reports, meal counts, and production reports.
4. Must actively participate in becoming accredited by the national Association for the Education of Young Children.
5. Communicate with the supervisor and parents about the children's behavior and progress.
6. Participate in all in-service training opportunities provided.
7. Maintain the cleanliness of the center, furniture, mats and toys at all times.
8. Perform other duties as assigned.

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

This person must be at least eighteen (18) years old with a minimum of a High School Diploma or GED; and, previous work experience in a formal or informal child care setting. The applicant must also have a sincere interest in working with children in this age group, and the ability to work flexible hours. This person must also successfully undergo a character investigation, including a criminal background check and fingerprinting as required by P.L. 101-630. Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

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

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

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