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:

On-call Childcare Worker

Open: August 3, 2022

Close: Until Filled

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JOB STATUS:
On-call Childcare Worker
Pay Range: $15.00 per hour
Classification: On-call/Fill-in
Department: Social Services

LOCATION:
Penobscot Nation
12 Wabanaki Way
Indian Island, ME 04468

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QUALIFICATIONS REQUIRED: This person must be at least sixteen 16 and enrolled in high school or 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 and State of Maine Child Care Licensing. Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

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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.

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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: PNCC Teacher

Rate of Pay: **$**15.00

Status/Term: On-call/Fill-in

***JOB SUMMARY*:**

To provide support to the Lead Teacher/Coordinator with activities and field trips for children 6 weeks through age 6 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 sixteen 16 and enrolled in high school or 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 and State of Maine Child Care Licensing. 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