



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: October 17, 2022

CLOSING DATE: Until Filled

BUS DRIVER/RECREATION AID/SENIOR MEALS PROGRAM

JOB STATUS:

**Bus Driver Senior Meals
Career Field: Program Staff
Pay Range: \$13.80 - \$22.60
Classification: Part-time
Category: A**

LOCATION:

**Penobscot Nation
Social Services Department
Down Street
Indian Island, ME 04468**

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: High School Diploma or GED Required. Must be 21 years of age or older. Must have a valid state of Maine driver's license, have a clean driving record, and be insurable under the tribal vehicle insurance policy. Candidate must undergo a character investigation, including a criminal background check as required by P.L. 101-630. Must have successful Tb test result. Must successfully pass pre-employment screenings as stated in Penobscot Nation Policies and Procedures. Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures. Elder preference will be given as required by the assurances of the Title VI grant.

HOW TO APPLY:

-Applications are also available at www.penobscotnation.org/departments/human-resources, via email request at Human.Resources@penobscotnation.org, or call 207-817-7312 to request application package to be sent to you.

-Submit Completed Applications to human.resources@penobscotnation.org
Or submit to the Human Resources office at 12 Wabanaki Way, Indian Island, ME office 212.

Applications submitted after the deadline will not be considered

- For further information, *call Andrew Tomer, HR Specialist at 817-7312 or email at Human.Resources@penobscotnation.org*

JOB DESCRIPTION

POSITION TITLE: Bus Driver/Recreation Aid/Senior Meals Program

DEPARTMENT: Social Services

REPORTS TO: Community Services Coordinator

Rate of Pay/Category: \$13.80 - \$22.60 / A-1

Status/Term: Part-time, Hourly, Non-Standard work week.

JOB SUMMARY:

Provide local transportation services and recreational/social activities for community elders.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Transport elders to and from the congregate meal site for the mid-day meal.
2. Transport elders on local shopping trips and to recreational/social activities.
3. Deliver meals to the homes of shut-in elders.
4. Maintain daily vehicle logs and submit them to the Office Manager at the end of each month along with fuel receipts.
5. Ensure that the vehicle is properly maintained including gas, oil, inspections, and other routine maintenance.
6. With direction from the Social Services Assistant Director, arrange for the repair of non-routine maintenance items, and transport vehicle to and from the garage.
7. Organize recreational and social activities for community elders.
8. Maintain individual activity attendance sheets and submit them to the office Manager at the end of each month.
9. Perform other duties as assigned by the supervisor.

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

High School Diploma or GED Required. Must be 21 years of age or older. Must have a valid state of Maine driver's license, have a clean driving record, and be insurable under the tribal vehicle insurance policy. Candidate must undergo a character investigation, including a criminal background check as required by P.L. 101-630. Must have successful Tb test result. Must successfully pass pre-employment screenings as stated in Penobscot Nation Policies and Procedures. Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures. Elder preference will be given as required by the assurances of the Title VI grant.

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

This person must be dependable, hold a valid Maine Driver's License, have a clean driving record, and be insurable under the tribal vehicle insurance policy.

Elder preference will be given as required by the assurances of the Title VI grant. Indian preference will be given in accordance with the tribal Personnel Policies.

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

Must be able to stand, sit, walk, use hands, fingers, reach with hands and fingers and arms, meet minimum vision requirements, lean and stoop down, and lift up to 10 pounds.

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