



JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: 08/14/2023

CLOSING DATE: 08/28/2023

RESIDENTIAL CARE PROGRAM ADMINISTRATOR (NOLI)

JOB STATUS:

Program Administrator (NOLI)
Career Field: Medical
Pay Range: \$30.17-\$43.11 per hr.
Category: A-8
Status/Term: Full-time, Exempt

LOCATION:

Penobscot Nation
Health Department
Classification: Part-time
12 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

1. Bachelor's Degree in Social Work, Human Development, Gerontology, Nursing or directly related fields preferred.

OR

Bachelor's Degree in any field PLUS proof of one of the following:

- Certificate of Advanced Study in Long-term Care
- Twelve (12) Semester Hour credits from an accredited college in healthcare management or long-term care

2. Must possess the physical ability, mental health, and good judgment necessary to provide 24-hour care for adults who are disabled or elderly
3. Must demonstrate the ability to take responsibility for the supervision, training and overall conduct of caregivers employed in the home.
4. Two-years' experience working directly with older persons in long term care community or residential programs preferred.
5. One year of supervisory experience required; two or more years preferred.

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

Basic Life Support (BLS) Certification

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

HOW TO APPLY:

- Apply online at 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 Program Administrator (NOLI)

Department: Health Department

Reports To: Health Director

Rate of Pay/Category: \$30.17 – 43.11 / A8

Status/Term: Full-time (40 hours) / Exempt

JOB SUMMARY:

This position is responsible for overseeing the delivery of assisted living resident care that promotes the dignity, independence, self-determination, privacy, and choice of each resident, upholding state standards and promoting the philosophy, policies, and protocols of the organization.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Oversees the admission process of assisted living residents, collaborating with residents, family members, care providers, and staff prior to, during and after arrival resulting in smooth transition into new surroundings.
2. Aligns staffing needs to meet organization goals by coordinating the scheduling of all lead caregivers, caregivers, and assistant caregivers so that resident care is provided 24 hours a day, 7 days a week according to state staffing regulations.
3. Reviews and approves timecards for payroll process.
4. Oversees the delivery of services identified in Resident Service Plans by delegating and communicating verbal and written expectations to caregivers and assistant caregivers to ensure follow-through.
5. Collaborates with resident, representatives, and staff when determining the need of additional services or if no longer appropriate for Assisted Living.
6. Oversees the activity program so that it provides reality orientation, promotes mental stimulation, physical well-being, physical exercise, and entertainment to the residents.
7. Organizes the various facilitators, ensuring required resources are at their disposal, and evaluating the program and facilitators for effectiveness.
8. Oversees the assistance with self-administration of medication or medication administration, ensuring adequate ordering, receiving, documentation, and safe storage of physician-prescribed medications for residents.
9. Conducts regular review of medication documentation.
10. Coordinates the scheduling of resident appointments and services for regular and emergency medical, dental, foot care, eye examinations and auditory testing ensuring follow up actions are documented in resident records and communicated to staff.
11. Maintains contact with hospital when resident is transferred. Serves as liaison between residents and physicians, home health care agencies, pharmacies and ancillary services.
12. Oversees complete, accurate documentation of resident charts in compliance with state and facility requirements, promoting resident confidentiality and the safe handling and storage of records.

13. Oversees the discharge process of residents to ensure a smooth transition for the resident and family to the next place of service/lodging.
14. Coordinates discharge planning process in advance with each department including packing of resident items, preparation of required documentation to be sent with resident, discontinuation of medication services, and closing of resident record including future contact information.
15. Provides facility tours as necessary to prospective residents and interested parties.
16. Provides assessments for placement suitability.
17. Coordinates logistics of all functions of resident service, connecting with each staff member on every shift, primary responder to incidents, emergencies, and other urgent issues.
18. Collaborates with the Health Department to guarantee that the nutritional needs of residents are met at each meal according to Resident Service Plans.
19. Guarantees compliance with Maine Level III Residential Care Facility licensing guidelines.
20. Participates in risk safety, licensure surveys and inspections.
21. Oversees human resource functions for Assisted Living employees and volunteers. Provides screening, reference checks, hiring, orientation and training. Coordinates continuing education securing presenters/resources to meet state standards.
22. Oversees employee files for all required documentation following up with employees to secure requirements prior to expiration dates.
23. Ensures that all staff are culturally sensitive and competent to work with the Native American residents
24. Attends regional, statewide or other training programs.

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

6. Bachelor's Degree in Social Work, Human Development, Gerontology, Nursing or directly related fields preferred.

OR

Bachelor's Degree in any field PLUS proof of one of the following:

- Certificate of Advanced Study in Long-term Care
- Twelve (12) Semester Hour credits from an accredited college in healthcare management or long-term care

7. Must possess the physical ability, mental health, and good judgment necessary to provide 24-hour care for adults who are disabled or elderly
8. Must demonstrate the ability to take responsibility for the supervision, training and overall conduct of caregivers employed in the home.
9. Two-years' experience working directly with older persons in long term care community or residential programs preferred.
10. One year of supervisory experience required; two or more years preferred.

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

Basic Life Support (BLS) Certification

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

1. May be required to lift up to 40 lbs. Requires basic office work, including sitting, walking, climbing stairs, kneeling, bending and operating office equipment that is hand operated.
2. Driving required – must have valid driver's license for three or more years with no more than one moving violation; proof of automobile liability insurance when driving personal vehicle.

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