

**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:

**ANNOUNCEMENT:**

**The Penobscot Nation is seeking  
applications for the following position:**

**OPENING DATE: December 07, 2023**

**CLOSING DATE: Until Filled**

**On-Call Childcare Worker**

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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](http://www.penobscotnation.org/departments/human-resources/employment-applications)
- Submit completed applications and resume along with certifications to [Human.Resources@penobscotnation.org](mailto: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](mailto: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***