

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



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

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: 02/07/2024

CLOSING DATE: 02/21/2024

TRIBAL ELDER ADVOCATE

JOB STATUS:

Tribal Elder Advocate
Career Field: Program Staff
Pay Range: \$19.44– \$33.70 per hr.
Category: C
Status/Term: Non-Exempt, Full-time

LOCATION:

Penobscot Nation
Social Services
Classification: Full-time, Regular
4 Down Street
Indian Island, ME 04468

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BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

- Bachelor’s degree in social services or a related field **preferred** or an associate degree in human services or closely related field of study with a minimum of 2 years’ case management/ elder advocacy experience can be substituted for the bachelor’s degree.
- Requires excellent written and oral communication skills.
- Prior case management is preferred.
- This person must also successfully undergo a character investigation, including a Tier 3 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.

HOW TO APPLY:

- Apply online at www.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: Tribal Elder Advocate

DEPARTMENT: Social Services

IMMEDIATE SUPERVISOR: Community Service Coordinator

RATE OF PAY: \$19.44-33.70

CATAGORY: C-Program Staff

STATUS/TERM: Full-time, Regular

JOB SUMMARY:

The Elder Advocate provides information, assistance, and advocacy, with tribal and public benefits, housing, and consumer issues to Tribal Elders 55 years of age and older. The Advocate coordinates outreach and education to elders, service providers and professionals in the community.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Advocate to preserve, protect, and expand the rights and benefits of Tribal Elders.
- Provide education and assistance to Tribal Elders regarding benefits that are available.
- Maintain a comprehensive knowledge of benefits.
- Maintain a publicly available resource guide of various Tribal, State and Federal benefits.
- Maintain all records in a confidential manner.
- Works with service providers and support a team approach to assure that Tribal elders are receiving timely and appropriate services.
- Develop and maintain collaborative relationships with other health and human services providers and other agencies that may have responsibilities and or the ability to provide services to Tribal Elders to continuously improve the services provided and develop a strong referral network.
- Ensure all services are delivered in a culturally sensitive manner.
- 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. Bachelor's degree in social services or related experience preferred. An associate degree in human services or closely related field of study with a minimum 2 years' case management/ elder advocacy experience can be substituted for the bachelor's degree. Requires excellent written and oral communication skills. Prior case management is preferred. 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)

Driver's License

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, kneel, bend, crouch, run, reach overhead, grasp, push, climb, pull, use hands to finger, handle, or operate objects, controls, or equipment. The employee must be able to work at a computer terminal for extended periods of time. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.