

**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:** March 20, 2024

**CLOSING DATE:** April 3, 2024

**RESIDENTIAL CARE CRMA (NOLI)**

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**JOB STATUS:**

**RESIDENTIAL CARE CRMA (NOLI)**  
**Career Field: Medical**  
**Pay Range: \$16.08 - \$20.99 per hr.**  
**Category: A-1**  
**Status/Term: Per Diem, Non-Exempt**

**LOCATION:**

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

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**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

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**QUALIFICATIONS REQUIRED:**

- High School Diploma or G.E.D.
- One (1) year experience providing personal care and housekeeping services to the elderly, preferably in a home setting
- Possesses an understanding of the native culture or a willingness to learn
- Ability to work as part of a team
- Ability and willingness to respect the independence, privacy, and dignity of tribal elders
- Good interpersonal and communication skills
- Ability to work flexible hours and complete a variety of tasks
- Appropriate candidate will not have any of the following convictions as outlined in the Division of Licensing and Certification regulations for level III assistive housing:
- An individual may not be employed if convicted of or have been the subject of a substantiated complaint of abuse, neglect, misappropriation of property in a healthcare setting.
- An individual may not be employed in a hospital, nursing facility, home health agency or assisted housing program as a certified nursing assistant if that individual has a prior criminal conviction within the last 10 years of: A crime for which 3 or more years may be imposed or A crime for which incarceration of less than 3 years may be imposed under the laws of the state in which the conviction occurred involving sexual misconduct or involving abuse, neglect or exploitation in a setting other than a health care setting.

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

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**HOW TO APPLY:**

- Apply online at [penobscotnation.org/departments/human-resources](http://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 CRMA (NOLI)

**Department:** Health Department

**Reports To:** Residential Care Program Administrator

**Rate of Pay/Category:** \$16.08 – 20.99/ A1

**Status/Term:** Per Diem / Non-Exempt

### ***JOB SUMMARY:***

Provides personal care, housekeeping, medication administration, food service, laundry and assistance with social and recreational activities to residents in order to maintain independence.

### ***ESSENTIAL DUTIES/RESPONSIBILITIES:***

- Provides personal care to residents as indicated by care plan
- Provides housekeeping and laundry services to residents as indicated by care plan
- Provides medication administration as directed by care plan
- Assists in food preparation, meal service and cleaning
- Escorts residents to appointments as necessary
- Assists/facilitates social and recreational activities with residents
- Answer telephone, provides information and takes messages for residents or administration as appropriate
- Provides documentation as required by regulations to support on-going assessment of resident needs
- Attends staff trainings as applicable
- Abides by all OSHA regulations and other safety requirements
- Maintains strict confidentiality of resident information
- Essential functions the position require the employee to maintain an on-call status on either an intermittent or regularly scheduled basis.
- Other related duties as assigned

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

- High School Diploma or G.E.D.
- One (1) year experience providing personal care and housekeeping services to the elderly, preferably in a home setting

- Possesses an understanding of the native culture or a willingness to learn
- Ability to work as part of a team
- Ability and willingness to respect the independence, privacy, and dignity of tribal elders
- Good interpersonal and communication skills
- Ability to work flexible hours and complete a variety of tasks
- Appropriate candidate will not have any of the following convictions as outlined in the Division of Licensing and Certification regulations for level III assistive housing:
  - An individual may not be employed if convicted of or have been the subject of a substantiated complaint of abuse, neglect, misappropriation of property in a healthcare setting.
  - An individual may not be employed in a hospital, nursing facility, home health agency or assisted housing program as a certified nursing assistant if that individual has a prior criminal conviction within the last 10 years of: A crime for which 3 or more years may be imposed or A crime for which incarceration of less than 3 years may be imposed under the laws of the state in which the conviction occurred involving sexual misconduct or involving abuse, neglect or exploitation in a setting other than a health care setting.

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

CRMA Certification  
Basic Life Support (BLS) Certification

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

Ability to physically assist residents with moving from one location to another. Physical strength to perform a variety of bending, moving, and lifting up to 40 lbs. Ability to operate routine cleaning equipment (e.g. vacuum cleaner, dishwasher, etc.)

***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***