

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: April 10, 2024

CLOSING DATE: April 25, 2024

Activities Coordinator

JOB STATUS:

ACTIVITIES COORDINATOR
Career Field: Medical
Pay Range: \$16.08 - \$20.99 per hr.
Category: A-1
Status/Term: Full-time, Non-exempt

LOCATION:

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

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

1. High School Diploma or G.E.D.
2. Minimum 1-year experience working with individuals who have cognitive, physical or sensory disabilities required
3. Possesses an understanding of the native culture or a willingness to learn
4. Ability to work as part of a team
5. Ability and willingness to respect the independence, privacy, and dignity of tribal elders
6. Good interpersonal and communication skills
7. Ability to work flexible hours and complete a variety of tasks
8. 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:
 - a. 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.
 - b. 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.

HOW TO APPLY:

- Apply online at penobsctnation.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: Activities Coordinator

Department: Health Department

Reports To: Residential Care Program Administrator

Rate of Pay/Category: \$16.08 - \$20.09 / A-1

Status/Term: Full Time/ Non-exempt /

JOB SUMMARY:

Provides opportunities for exercise, entertainment, expression and social interaction. The Activities Coordinator duties include providing planning, organizing and directing of recreational activities to meet the basic social, emotional, spiritual, psychological needs

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Work at the discretion of the Administrator to meet resident needs
2. Develop, plan and organize an activities program that meets the individual and collective needs of the residents and facility
3. Create an activity schedule that meets the needs of the current resident population
4. Distribute a monthly calendar to each resident, Administrator and common area of facility to ensure residents are fully informed of what activities are available to them
5. Assess individual needs of residents to develop therapeutic hobbies on an individual basis in accordance with resident service plans
6. Work with Administrator to coordinate and ensure assistance is provided to residents for activities and events
7. Accompany residents on shopping trips and to complete other needed IADLs (bank, post office, etc.)
8. Solicit the involvement of the community (agencies, clubs, organizations, volunteers, churches, etc.)
9. Plan, organize and direct activity fund raising events
10. Develop and maintain a pictorial scrapbook of previous activities and events throughout the year
11. Assist the residents in facilitation of Resident Council in accordance with state regulations
12. Maintain excellent record keeping of resident participation and involvement in accordance with state regulations
13. Promote individual autonomy through self-expression and social interaction

14. Ensure privacy and maintain confidentiality of resident information/records
15. Other duties as directed by the Administrator

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

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11. Possesses an understanding of the native culture or a willingness to learn
12. Ability to work as part of a team
13. Ability and willingness to respect the independence, privacy, and dignity of tribal elders
14. Good interpersonal and communication skills
15. Ability to work flexible hours and complete a variety of tasks
16. 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:
 - a. 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.
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LICENSES/CERTIFICATES/REGISTRATIONS: (i.e., driver's license, professional licensing/certification)

Driver's License

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