

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: 04/08/2024

CLOSING DATE: 04/22/2024

RESIDENTIAL CARE ADMINISTRATIVE ASSISTANT (NOLI)

JOB STATUS:

RESIDENTIAL CARE ADMIN. ASSISTANT (NOLI)

Career Field: Medical

Pay Range: \$19.00- \$26.31 per hr.

Category: A-4

Status/Term: Full-time (40 hours), 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. Basic Life Support (BLS) Certification
2. Associate's Degree AND willing to be CRMA certified within 3 months of hire
OR
3. Certified Medical Assistant (C.M.A.)
OR
4. Licensed Practical Nurse (L.P.N.)
5. 2 years administrative/ office experience required
6. 2 years geriatric care experience required
7. Possesses an understanding of the native culture or a willingness to learn
8. Ability to work as part of a team
9. Ability and willingness to respect the independence, privacy, and dignity of tribal elders
10. Good interpersonal and communication skills
11. Ability to work flexible hours and complete a variety of tasks
12. Complete transparency in the hiring process
13. 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 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 Administrative Assistant (NOLI)

Department: Health Department

Reports To: Residential Care Program Administrator

Rate of Pay/Category: \$19.00 - \$26.31

Status/Term: Full-time (40 hours) / Non-exempt /
Essential Personnel / Public Safety HR Protocols

JOB SUMMARY:

Provides Administrative support to Residential Care Program Administrator. Routine CRMA duties as needed, including providing 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:

1. Work at the discretion of the designated supervisor to meet resident needs
2. Provides direct care to residents as needed
3. Scheduling of resident medical and dental appointments in a timely fashion. Provides needed transportation.
4. Reviews resident records weekly/monthly to ensure information is current and accurately reflects resident's service needs and goals. Submits audits to Program Administrator for approval.
5. Lead CRMA: Oversees medications, orders/ordering, prescription pick-up, staff compliance with medication policies, and administration of prescribed medications. Oversees M.A.R. documentation and coordinates with on-call RN as needed.
6. Provides on-call coverage as needed by Program Administrator
7. Supervision and implementation of appropriate daily menu and needed shopping to fulfill menu requirements
8. Resident shopping needs conducted twice weekly, as well as assigned resident outings
9. Conducts daily report to Program Administrator to include, but not limited to: census, daily appointments, resident concerns, medication changes, medication errors, resident needs, due MDS
10. Assists with lunch service Monday-Friday. Returns lunch bag to Senior Meals daily.
11. Provides administrative support of assigned tasks to Program Administrator daily.
12. Filing of assigned documentation.
13. Facilitates communication between outside entities and the Program Administrator
14. Collects admission documentation and submits for approval to Program Administrator

15. Medication destruction per Public Safety Protocols
16. Essential functions of the position require the employee to maintain an on-call status on either an intermittent or regularly scheduled basis
17. Other duties as assigned

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

1. 2 years administrative/ office experience required
2. 2 years geriatric care experience 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

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

Basic Life Support (BLS) Certification

Associate's Degree AND willing to be CRMA certified within 3 months of hire

OR

Certified Medical Assistant (C.M.A.)

OR

Licensed Practical Nurse (L.P.N.)

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