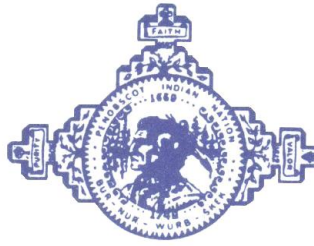


PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



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

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applicants for the following position:

OPENING DATE: May 15, 2024

CLOSING DATE: Until Filled

DRIVER/SENIOR MEALS PROGRAM AIDE

JOB STATUS:

Driver/Senior Meals Program Aide
Career Field: Program Staff
Pay Range: \$16.50
Category: A
Status/Term: Part-time, Non-Standard Work Week

LOCATION:

Penobscot Nation
Social Services Department
Classification: Part-time
12 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: High School Diploma or GED Required. Must be 21 years of age or older. Must have a valid state of Maine driver’s license, have a clean driving record, and be insurable under the tribal vehicle insurance policy. Candidate must undergo a character investigation, including a criminal background check as required by P.L. 101-630. Must have successful Tb test result. Must successfully pass pre-employment screenings as stated in Penobscot Nation Policies and Procedures. Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures. Elder preference will be given as required by the assurances of the Title VI grant.

HOW TO APPLY:

- Applications available at the Human Resources Office or in the Secretary’s Office at the Nick Sapiel Building, Indian Island, Maine. Applications are also available at www.penobscotnation.org
- Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>
- Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org
- For further information, call 817-7306 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: Driver/Senior Meals Program Aide

Department: Social Services

Reports To: Community Services Coordinator

Rate of Pay/Category: \$16.50 / B

Status/Term: Part-time, Hourly, Non-Standard work week.

JOB SUMMARY:

Provide local transportation services to the meal site and meal delivery for community elders.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Transport elders to and from the congregate meal site for the mid-day meal.
2. Aid with the daily preparation of meals and assist maintain the cleanliness of the kitchen and dining area.
3. Deliver meals to the homes of shut-in elders.
4. Pick up orders, assist with rotation and putting away of stock, as needed.
5. Maintain daily vehicle logs and submit them to the Office Manager at the end of each month along with fuel receipts.
6. Ensure that the vehicle is properly maintained including gas, oil, inspections, and other routine maintenance.
7. With direction from the Community Services Coordinator, arrange for the repair of non-routine maintenance items, and transport vehicle to and from the garage.
8. Maintain individual activity attendance sheets and submit them to the office Manager at the end of each month.
9. Perform other duties as assigned by the supervisor.

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

High School Diploma or GED Required. Must be 21 years of age or older. Must have a valid state of Maine driver's license, have a clean driving record, and be insurable under the tribal vehicle insurance policy. Candidate must undergo a character investigation, including a criminal background check as required by P.L. 101-630. Must have successful Tb test result. Must successfully pass pre-employment screenings as stated in Penobscot Nation Policies and Procedures. Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures. Elder preference will be given as required by the assurances of the Title VI grant.

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

This person must be dependable, hold a valid Maine Driver's License, have a clean driving record, and be insurable under the tribal vehicle insurance policy.

Elder preference will be given as required by the assurances of the Title VI grant. Indian preference will be given in accordance with the tribal Personnel Policies.

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

Must be able to stand, sit, walk, use hands, fingers, reach with hands and fingers and arms, meet minimum vision requirements, lean and stoop down, and lift up to 20 pounds.

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