

Office of the Chief and Council

Kirk E. Francis

Chief

Mark Sockbeson

Vice-Chief



Penobscot Nation

Human Resources

12 Wabanaki Way

Indian Island, Maine 04468

Phone: (207) 817-7306

Fax: (207) 817-7463

JOB ANNOUNCEMENT

Opening Date: January 1st, 2025

Closing Date: Until Filled

Position: Driver/Senior Meals Program Aide

Department: Social Services

Reports To: Community Services Coordinator

Pay Range: \$16.50

Status/Term: Part-time, Non-Exempt

Location: 12 Wabanaki Way. Indian Island, ME 04468

Job Summary:

The Penobscot Nation is seeking a reliable and community-focused Driver/Senior Meals Program Aide to provide essential transportation services for the Senior Meals Program. This role includes transporting elders to the meal site and delivering meals to community elders, ensuring their access to nutritious food and fostering connection within the community. The ideal candidate will demonstrate a strong sense of responsibility, excellent driving skills, and a commitment to supporting the well-being of Penobscot Nation elders.

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

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Nation Personnel Policies and Procedures. Elder preference will be given as required by the assurances of the Title VI grant.

Essential Duties/Responsibilities:

- Transport elders to and from the congregate meal site for the mid-day meal.
- Aid with the daily preparation of meals and assist maintain the cleanliness of the kitchen and dining area.
- Deliver meals to the homes of shut-in elders.
- Pick up orders, assist with rotation and putting away of stock, as needed.
- Maintain daily vehicle logs and submit them to the Office Manager at the end of each month along with fuel receipts.
- Ensure that the vehicle is properly maintained including gas, oil, inspections, and other routine maintenance.
- With direction from the Community Services Coordinator, arrange for the repair of non-routine maintenance items, and transport vehicle to and from the garage.
- Maintain individual activity attendance sheets and submit them to the office Manager at the end of each month.
- Interacts professionally and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
- Conforms to acceptable attendance/punctuality standards as expressed in the employee handbook.
- Performs other duties as assigned.

Physical Demands/Conditions/Requirements:

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 25 pounds.

How to Apply:

- - Applications are available at the Human Resources Office or the Secretary's Office at the Nick Sapiel Building, Indian Island, Maine. Applications can also be downloaded at www.penobscotnation.org.
- - Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>.
- - Submit completed applications and résumés along with certifications to Human.Resources@penobscotnation.org.

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- - For additional information, call (207) 817-7306 or email Human.Resources@penobscotnation.org.

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.