

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: On-call Childcare Worker

Department: Social Services

Reports To: PICC Teacher

Pay Range: \$15.00

Status/Term: On-call, Non-Exempt

Location: 12 Wabanaki Way. Indian Island, ME 04468

Job Summary:

The Penobscot Nation is seeking a nurturing and dependable Childcare Worker to support the Lead Teacher/Coordinator in delivering engaging activities and overseeing field trips for children aged 6 weeks to 6 years enrolled in the Childcare Program. This role involves creating a safe, supportive, and stimulating environment that promotes the social, emotional, and cognitive development of young children. The ideal candidate will demonstrate a passion for early childhood education, a commitment to fostering positive experiences, and the ability to work collaboratively within a team dedicated to the well-being of the children and families served by the program.

Qualifications Required:

This person must be at least sixteen 16 and enrolled in high school or eighteen (18) years old with a minimum of a High School Diploma or GED; and previous work experience in a formal or informal childcare setting. The applicant must also have a sincere interest in working with children in this age group, and the ability to work flexible hours. This person must also

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successfully undergo a character investigation, including a criminal background check and fingerprinting as required by P.L. 101-630 and State of Maine Childcare Licensing. Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

Essential Duties/Responsibilities:

- Teach the children socially appropriate behavior.
- Assist in supervision of children's activities and preparation of meals and snacks.
- Assist with the maintenance of attendance reports, meal counts, and production reports.
- Must actively participate in becoming accredited by the national Association for the Education of Young Children.
- Communicate with the supervisor and parents about the children's behavior and progress.
- Participate in all in-service training opportunities provided.
- Maintain the cleanliness of the center, furniture, mats and toys at all times.
- Perform other duties as assigned.
- Interacts harmoniously 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 as required.

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

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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.