

**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 1<sup>st</sup>, 2025

**Closing Date:** Until Filled

### **Position: Residential Care Administrative Assistant**

**Department:** Health Department

**Reports To:** Residential Care Program Administrator

**Pay Range:** \$19.27 - \$26.47

**Status/Term:** Full-time, Non-Exempt

**Location:** 12 Wabanaki Way. Indian Island, ME 04468

### **Job Summary:**

The Penobscot Nation is seeking a dedicated and organized Residential Care Administrative Assistant to support the Residential Care Program Administrator in ensuring high-quality care and services for residents. This role involves performing administrative tasks as well as Certified Residential Medication Aide (CRMA) duties as needed. Responsibilities include providing personal care, housekeeping, medication administration, food service, laundry, and assistance with social and recreational activities to promote residents' independence and well-being. The ideal candidate will demonstrate strong organizational skills, a compassionate approach to resident care, and a commitment to supporting the mission of the Residential Care Program.

### **Qualifications Required:**

- Basic Life Support (BLS) Certification
- Associate's Degree AND willing to be CRMA certified within 3 months of hire

OR

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- Certified Medical Assistant (C.M.A.)

OR

- Licensed Practical Nurse (L.P.N.)
- 2 years administrative/ office experience required.
- 2 years geriatric care experience required.
- Possesses an understanding of the native culture or a willingness to learn.
- Ability to work as part of a team.
- Ability and willingness to respect the independence, privacy, and dignity of tribal elders.
- Good interpersonal and communication skills
- Ability to work flexible hours and complete a variety of tasks.
- Complete transparency in the hiring process
- 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:
  1. 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.
  2. 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.

### **Essential Duties/Responsibilities:**

- Work at the discretion of the designated supervisor to meet resident needs.
- Provides direct care to residents as needed.
- Scheduling of resident medical and dental appointments in a timely fashion. Provides needed transportation.
- 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.
- 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.
- Provides on-call coverage as needed by Program Administrator

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- Supervision and implementation of appropriate daily menu and needed shopping to fulfill menu requirements.
- Resident shopping needs conducted twice weekly, as well as assigned resident outings.
- 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.
- Assists with lunch service Monday-Friday. Returns lunch bag to Senior Meals daily.
- Provides administrative support of assigned tasks to Program Administrator daily.
- Filing of assigned documentation.
- Facilitates communication between outside entities and the Program Administrator
- Collects admission documentation and submits for approval to Program Administrator
- Medication destruction per Public Safety Protocols
- Essential functions of the position require the employee to maintain an on-call status on either an intermittent or regularly scheduled basis.
- Other duties as assigned.
- 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:**

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.)

### **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](http://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](mailto:Human.Resources@penobscotnation.org).
- - For additional information, call (207) 817-7306 or email [Human.Resources@penobscotnation.org](mailto: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.***