

**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 CRMA**

**Department:** Health Department

**Reports To:** Residential Care Program Administrator

**Pay Range:** \$16.95 - \$22.14

**Sign-on Bonus:** \$2,000.00

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

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

### **Job Summary:**

The Penobscot Nation is seeking a compassionate and reliable Certified Residential Medication Aide (CRMA) to provide essential care and support to residents in the Residential Care Program. This role involves delivering personal care, housekeeping, medication administration, food service, laundry, and assistance with social and recreational activities to help residents maintain their independence and quality of life. The ideal candidate will demonstrate a strong commitment to resident well-being, excellent teamwork, and the ability to foster a safe and supportive living environment.

### **Qualifications Required:**

- High School Diploma or G.E.D.
- One (1) year experience providing personal care and housekeeping services to the elderly, preferably in a home setting.

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- 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.
- 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:**

- Provides personal care to residents as indicated by care plan.
- Provides housekeeping and laundry services to residents as indicated by care plan.
- Provides medication administration as directed by care plan.
- Assists in food preparation, meal service and cleaning.
- Escorts residents to appointments as necessary
- Assists/facilitates social and recreational activities with residents.
- Answer telephone provides information and takes messages for residents or administration as appropriate.
- Provides documentation as required by regulations to support on-going assessment of resident needs.
- Attends staff trainings as applicable.
- Abides by all OSHA regulations and other safety requirements.
- Maintains strict confidentiality of resident information.
- Essential functions the position require the employee to maintain an on-call status on either an intermittent or regularly scheduled basis.
- Interacts professionally and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.

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- 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).

***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.***