

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: Residential Care Cleaning Aide

Department: Health Department

Reports To: Residential Care Program Administrator

Pay Range: \$16.95 - \$22.14

Status/Term: Part-time, Non-Exempt

Location: 12 Wabanaki Way. Indian Island, ME 04468

Job Summary:

The Penobscot Nation is seeking a dependable and detail-oriented Residential Care Cleaning Aide to ensure the cleanliness and upkeep of all resident spaces and common areas within the Residential Care facility. This role requires knowledge of general cleaning practices and includes responsibilities such as housekeeping, laundry, food service support, and supply ordering. The ideal candidate will demonstrate a commitment to maintaining a clean, safe, and comfortable environment for residents and staff, contributing to the overall quality of care provided by the Residential Care Program.

Qualifications Required:

- High School Diploma or G.E.D. required.
- 1-year experience with environmental services or housekeeping.
- Possesses an understanding of the native culture or a willingness to learn.
- Ability to work as part of a team.

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- 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:

- Maintain cleanliness of milieu
- Deep clean resident rooms as scheduled.
- Complete resident and facility laundry
- Maintain cleanliness of resident bathroom and shower room
- Transports trash and hazardous waste to appropriate disposal area
- Follows all infection control practices including hand washing techniques, Standard Precautions, and isolation precautions.
- Restock resident room toiletries.
- Maintain facility fridge within OSHA standards.
- Conduct spring cleaning and fall cleanup as needed.
- Maintain supplies and reordering on a monthly basis.
- Utilizes the appropriate chemicals and supplies according to procedure.
- Perform infectious disease disinfecting as needed.
- 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.

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- Performs other duties as assigned.

Physical Demands/Conditions/Requirements:

- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.

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.

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.