

**Office of the Chief and Council**

Kirk E. Francis  
*Chief*

Mark Sockbeson  
*Vice-Chief*



**Penobscot Nation  
Human Resources**  
27 Wabanaki Way  
Indian Island, Maine 04468  
Phone: (207) 817-7306  
Fax: (207) 817-7463

## **JOB ANNOUNCEMENT**

**Opening Date:** June 24, 2025

**Closing Date:** July 7, 2025

### **Position: Health Administrative Assistant**

**Department:** Health Department

**Reports To:** Assistant Director of Health Department

**Pay Range:** \$18.60-\$25.21

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

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

### **Job Summary:**

The Penobscot Nation is seeking a versatile and highly organized Health Administrative Assistant to support the operations of the Health Department. The core responsibilities of this role involve managing and distributing information, supporting team members, and ensuring the smooth daily functioning of the department.

### **Qualifications Required:**

High School Diploma or equivalent required.

1-2 years Medical or Office experience required.

Experience in electronic appointment scheduler, experience with Microsoft Word preferred.

Experience with Medical terminology preferred.

Computer proficiency required.

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Basic Life Support CPR (provided after hire).

N95 Respirator Screening (provided after hire).

Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

### Essential Duties/Responsibilities:

- Become familiar with a broad spectrum of administrative duties related to Patient Intake, Purchased and Referred Care, Finance, and cover these duties as needed.
- Prepare communications, such as memos, emails, invoices, reports and other correspondence.
- Create and maintain filing systems, both electronic and physical.
- Manage accounts and perform bookkeeping.
- Typing, transcription, word processing, and telephone screening duties to the Health Director and administrative staff.
- Drafts health department correspondence for the Director's or Chief's signature as appropriate.
- Receives, routes, and keep files on all departmental correspondence; to include contract/compact correspondence.
- Typing and revision of health department proposals and subcontracts.
- Provides personnel department with copies of personnel evaluations, status change forms, and other appropriate information as needed.
- Generates necessary paperwork and obtain signatures for payroll or status/changes for departmental employees.
- Arranges for and attend staff meetings as requested by the Director. Prepares agendas and record minutes. Arranges for meeting rooms as needed.
- Coordinates initial gathering of information for complaints and appeals for the Director.
- Assists Assistant Director with new and or revalidating credentialing for all providers.
- Conducts new employee orientation to administrative departmental procedures.
- Liaison between staff and Tribal Maintenance Department to keep the health building in good operating condition.
- Coordinates all travel for departmental employees. Maintains a travel calendar for all employees.
- Assists medical records in coding, flagging providers for document completion, errors and omissions.
- Be responsible for following confidentiality procedures as outlined in the Privacy Act and HIPAA.
- Any other related duties as assigned by supervisor.

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- 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:

Position may require sitting for long periods of time, stooping, bending and stretching for files/supplies, Occasional lifting of files or paper weighing up to 30 lbs., near visual acuity is needed to perform various clerical functions, reaching, handling, and finger dexterity which are necessary to operate various office machines.

### 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.***

***For more information, please contact Human Resources at (207)817-7312.***