

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: June 3, 2025

Closing Date: June 16, 2025

Position: MAT-PDOA Medical Assistant

Department: Health Department

Reports To: Medical Program Coordinator

Pay Range: \$19.27 - \$26.47

Sign-on Bonus: \$3,000.00

Status/Term: Full-time, Non-Exempt, Grant Funded

Location: 12 Wabanaki Way. Indian Island, ME 04468

Job Summary:

The Penobscot Nation is seeking a dedicated and compassionate MAT-PDOA Medical Assistant to join our Health Department team. The MAT-PDOA Medical Assistant will function as the primary medical support staff person for service delivery in the Penobscot Nation Health Department Medication-Assisted Treatment program.

Qualifications Required:

- Certified Medical Assistant (C.M.A.).
- 1-2 years of experience in a medical office setting preferred.
- State of Maine Driver's License
- Candidate must undergo a character investigation, including a criminal background check as required by P.L. 101-630.

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- Must successfully pass pre-employment screenings as stated in the Penobscot Nation Policies and Procedures.
- Indian Preference will be adhered to in accordance with Penobscot Nation's personnel Policies and Procedures.

Essential Duties/Responsibilities:

- Fulfills patient care responsibilities as assigned which include checking schedules and organizing patient flow; accompanying patients to exam rooms, assisting patients as needed with walking, transfers, collecting specimens, etc.
- Collecting patient history; performing screening per provider guidelines, assisting physicians/nurses with various procedures; charting; relaying instructions to patients/families; answering calls and providing pertinent information.
- Fulfills clerical responsibilities as assigned which may include; sending/receiving patient medical records, hospital notes, referral information, etc.; completing forms/requisitions as needed; scheduling appointments; managing charts to ensure information is completed and filed appropriately.
- Order drugs as needed.
- Fulfills organization responsibilities as assigned.
- May include respecting/promoting patients' rights, sharing problems related to patients and/or staff with immediate supervisor quickly.
- Assist in receiving, logging, and collection laboratory specimens.
- Prepares specimens for technical testing as appropriate.
- Be responsible for following confidentiality procedures as outlined by HIPAA.
- Answer phones and return calls promptly. Prior authorizations for medications for insurance purposes.
- 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:

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand, walk, kneel, bend, crouch, run, reach overhead, grasp, push, and pull, use hands to finger, handle, or operate objects, controls, or equipment. The employee must be able to work at a computer terminal for extended periods of

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time. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Although work is performed most frequently in a normal office setting, some work may occur in an outdoor setting. Some exposure to childhood and other diseases may occur. The employee may be required to work outside normal workdays and office hours to meet operational deadlines and may be required to work in emergency situations.

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.