

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: September 11, 2026

Closing Date: Until Filled

Position: Assistant Community Services Coordinator

Department: Social Services

Reports To: Community Service Coordinator

Pay Range: \$17.54 - \$23.81

Status/Term: Part-time, Non-Exempt, Hourly

Location: 12 Wabanaki Way. Indian Island, ME 04468

Job Summary:

The Penobscot Nation is seeking an Assistant Community Service Coordinator who will provide essential support to the Adult Protective Worker in meeting the needs of tribal elders who have guardianships and/or conservatorships.

Qualifications Required:

- This person must be at least eighteen (18) years old.
- Associate Degree required.
- Four years' work experience working with tribal elders may be substituted for formal education.
- The applicant must also have a sincere interest in working with tribal elders and the ability to work flexible hours.
- Must have a valid clean driver's license.

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- This person must also successfully undergo a character investigation, including a criminal background check and fingerprinting as required by P.L. 101-630.
- Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

Essential Duties/Responsibilities:

- Assist with scheduling medical, court, family and personal appointments for adults who are in guardianship and or conservatorships of the Penobscot Nation.
- Assist with transporting PNDSS clients.
- Participate and or take new intake for guardianships and conservatorships.
- General office work such as but not limited to answer return calls, faxing documenting, emailing providers and vendors.
- Assist with Liheap, General Assistance, Burial Assistance and Emergency Assistance.
- Interacts harmoniously 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 all related duties as required.

Physical Demands/Conditions/Requirements:

- Must be able to exert moderate physical effort with occasionally walking, standing, reaching, stooping, bending, kneeling, crouching, frequent typing and lift and carry material weighing up to 25 pounds.

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) 817-7312 or email 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.

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