

# PENOBSCOT NATION COMMUNITY FLYER



FEBRUARY 2023

# PENOBSCOT NATION PHONE DIRECTORY

## TRIBAL ADMINISTRATION

<b>Chief's Office</b>		
<b>Fax 207-817-7482 or 207-827-6042</b>		
Kirk Francis	Tribal Chief	7350
Mark Sockbeson	Vice Chief	7308
Theresa Pardilla	Exec. Asstistant	7349
Maulian Dana	Tribal Ambassador	

<b>Tribal Clerk's Office</b>		
<b>Fax 207-827-1136</b>		
Linda Socoby	Tribal Clerk	7351

## TRIBAL DEPARTMENTS

<b>Cultural &amp; Historic Preservation</b>		
James Francis	Director/Historian	7472
Gabe Paul		7470
Chris Sockalexis		7471
Carol Dana		7476

<b>Daycare Center</b>		
Tricia Stewart	Family Supp. Spec.	7461
Daycare Staff	Daycare Wireless	7462

<b>Domestic Violence Program</b>		
Patricia Graffam	DV/SA Serv. Coord.	7448
Jessica Ward	DV/SA Advocate	7446
Jessica Sockbeson	Shelter Coord.	7449
<b>24-Hour Crisis Hot Line 207-631-4886</b>		

<b>Economic Development</b>		
Michael Burgess	Director	7398

<b>Education / Career Services</b>		
<b>Fax 817-7369</b>		
Candi Ewer	Director	7348
Carlene Miller	Learning Center	7345

<b>Finance Department</b>		
<b>Fax 817-7309</b>		
Andrew Dana	Director	7317
Shannon Smith	Trust Fund Clerk	7311
Cindi Marley	Acct. Tech.	7313
Edwina Mitchell	Accounts Payable	7314
Vivian Barlow	Payroll Clerk	7315
Robin Fisher	Staff Accountant	7318
Tyler-Ann Harris	CARES/ARPA Coord.	7316

<b>Fitness Center</b>		
Paul Dow	Fitness Trainer	827-8012

<b>Grants &amp; Contracts</b>		
<b>Fax 827-1139</b>		
	Director	7332
Lloyd Bryant	Grants Dev. & Impact Coord.	7306
Dee Love	G&C Coord.	7301

<b>Health Center</b>		
<b>Fax 817-7459</b>		
Main Line	Front Desk	7400

<b>Housing Department</b>		
<b>Fax 817-7384</b>		
Gary Fearon	Director	7372
Lisa Pardilla	Reception	7370
Sonya Easley	Accounting Tech.	7371
Andy Sockbeson	Maintenance	7375

<b>Human Resources Department</b>		
<b>Fax 817-7463</b>		
Kristina Small	Director	7312

<b>IT Department</b>		
Nick Francis		7302
Josh Woodbury		7477

<b>Legal Department</b>		
<b>Fax 817-7463</b>		
Mark Chavaree	Tribal Lawyer	7324

<b>Maintenance / Public Works</b>		
David Pardilla	Director	7320
Chris "Charlie" Francis		7321

<b>Museum</b>		
Jennifer Neptune		827-4153

<b>Department of Natural Resources</b>		
<b>Fax 817-7466</b>		
Chuck Loring	Director	7330
Faye Lawson	Executive Secretary	7331
Ben Stevens	Forest Manager	7339
Binke Wang	GIS	7341
Dan Kusnierz	Water Quality Mgr.	7361
Josh Paul	Air Quality	7340
Ben Simpson	Wildlife Res. Mgr.	7363
Dan McCaw	Fish Passage	7377
Game Wardens		7395
Tami Connelly	Agri. Prog. Mgr.	631-9601

<b>Penobscot Support Services</b>		
Eric Nicolar		817-6045

<b>Public Safety</b>		
<b>Fax 817-7485</b>		
Dispatch	Non-emergency	7358

## PENOBSCOT NATION PHONE DIRECTORY

<b>Social Services</b>		
<b>Fax 817-3166</b>		
Michael Augustine	Director	7336
Elisha Sockbeson	Asst. Director	7352
Business Manager		7347
Natasha Fields		7492
Clarice Chavaree-Hildreth		7491
Nastassja Graves		7356
Mali Williams	Child Support Spec.	7355

<b>Treatment Plant</b>		
<b>Fax 827-7609</b>		
Matt Pardilla	Plant Superintendent	7385

<b>Tribal Court</b>		
<b>Fax 827-3430</b>		
<b>Main Line 827-3415</b>		
Rhonda Decontie	Court Clerk	7327
Robyn Seymour	Deputy Court Clerk	7329
Rebecca Winter	Court Administrator	7310
Brianna Tipping	Case Manager	7342
Chris King		7328

<b>Department of Trust Services</b>		
Carole Binette	Director	7378
Millie Paul	Executive Secretary	7383
Ronald Bear	Land Coordinator	7379

<b>Youth Program</b>		
John Neptune		7364

<b>Indian Island School</b> <b>207-827-4285</b>
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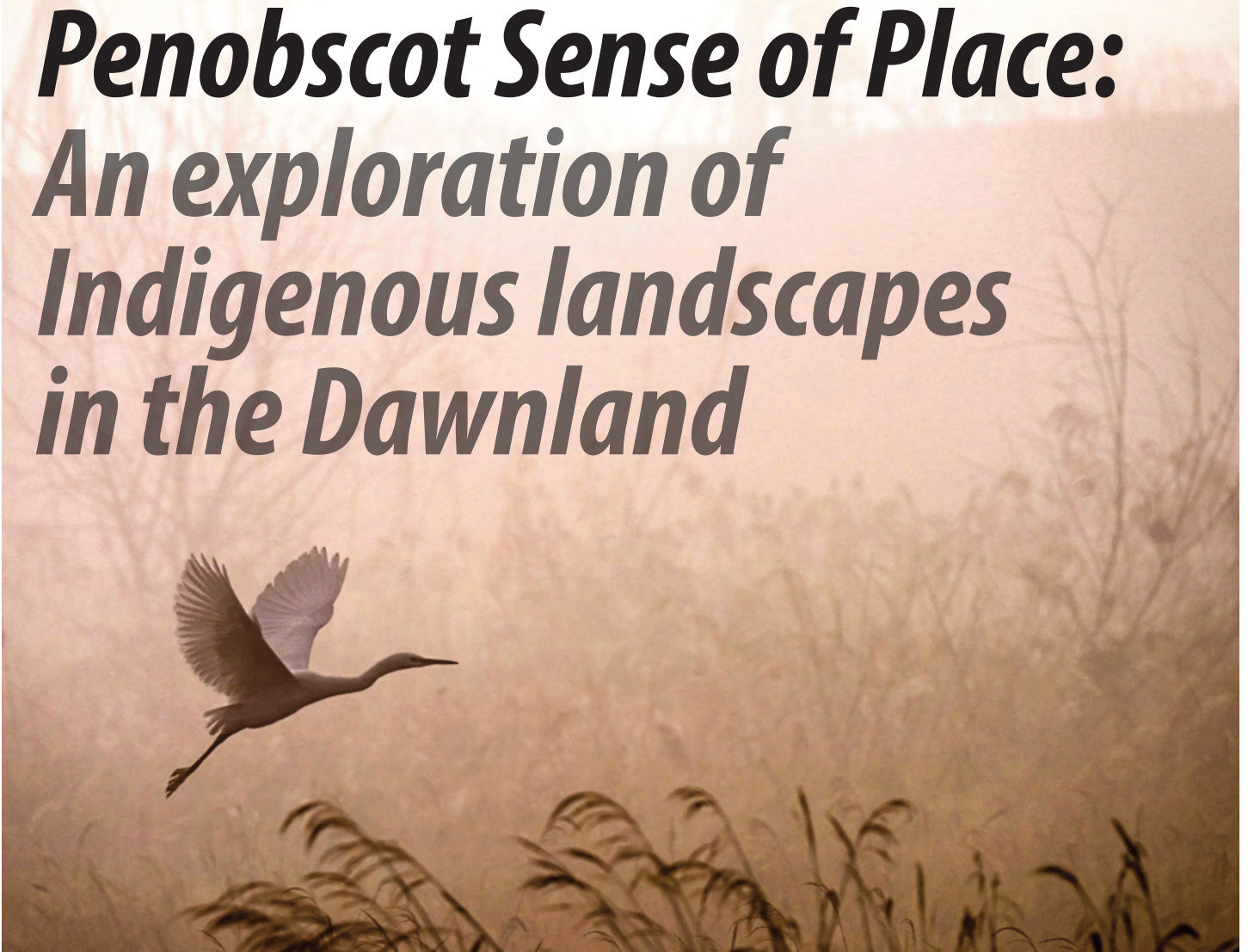
<b>Noli Assisted Living</b> <b>207-827-0968</b>
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<b>DOMESTIC VIOLENCE</b> <b>24-HOUR HOTLINE</b> <b>207-631-4886</b>
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## COMMUNITY EVENTS

<b>FEBRUARY 2023</b>	
<b>TUE 21</b>	TUE, FEBRUARY 21 @ 7:30 AM - FRI, FEBRUARY 24 @ 5:00 PM <b>INTERTRIBAL YOUTH WINTER GAMES</b> Sockalexix Building, 16 Wabanaki Way
<b>TUE 21</b>	TUE, FEBRUARY 21 @ 7:30 AM - FRI, FEBRUARY 24 @ 5:00 PM <b>DRUMMING</b> Sockalexix Building, 16 Wabanaki Way
<b>TUE 21</b>	TUE, FEBRUARY 21 @ 5:00 PM - 6:00 PM <b>PENOBSCOT NATION COMMUNITY RESILIENCE MEETING</b> Nicholas Sapiel Building, 12 Wabanaki Way
<b>WED 22</b>	WED, FEBRUARY 22 @ 5:00 PM - 7:00 PM <b>FISH &amp; GAME COMMITTEE MEETING</b> Nicholas Sapiel Building, 12 Wabanaki Way
<b>FRI 24</b>	FRI, FEBRUARY 24 @ 6:00 PM - 9:00 PM <b>BONFIRE ON THE POND - mamčippono "it is mid-winter"</b> Pond, Bridge Street
<b>TUE 28</b>	TUE, FEBRUARY 28 @ 8:00 AM - 5:00 PM <b>DRUMMING</b> Sockalexix Building, 16 Wabanaki Way
<b>TUE 28</b>	TUE, FEBRUARY 28 @ 6:00 PM - 6:30 PM <b>PUBLIC HEARING</b> Nicholas Sapiel Building, 12 Wabanaki Way
<b>MARCH 2023</b>	
<b>TUE 7</b>	TUE, MARCH 7 @ 4:00 PM <b>REGULAR MONTHLY COUNCIL MEETING</b> Nicholas Sapiel Building, 12 Wabanaki Way
<b>THU 9</b>	THU, MARCH 9 @ 5:30 PM - 7:00 PM <b>CAREGIVER APPRECIATION</b> Indian Island School, 10 Wabanaki Way
<b>THU 30</b>	THU, MARCH 30 @ 9:00 AM - 8:00 PM <b>RECALL REFERENDUM ELECTION</b> Nicholas Sapiel Building, 12 Wabanaki Way
<b>* Events are subject to change.</b>	

# *Penobscot Sense of Place: An exploration of Indigenous landscapes in the Dawnland*



**Monday, February 27 at 3pm**

*This talk will be held virtually via Zoom and in-person at 107 Norman Smith Hall, UMaine. For Zoom connection information go to [umaine.edu/mitchellcenter](http://umaine.edu/mitchellcenter) to register.*

**James Eric Francis Sr.**

Penobscot Nation Director of Cultural and Historic Preservation, Tribal Historian, and Chair of Penobscot Tribal Rights and Resource Protection Board.

As a historian James studies the relationship between Maine Native Americans and the landscape.

To request a reasonable accommodation, contact Ruth Hallsworth, 207.581.3196 or [hallsworth@umaine.edu](mailto:hallsworth@umaine.edu)

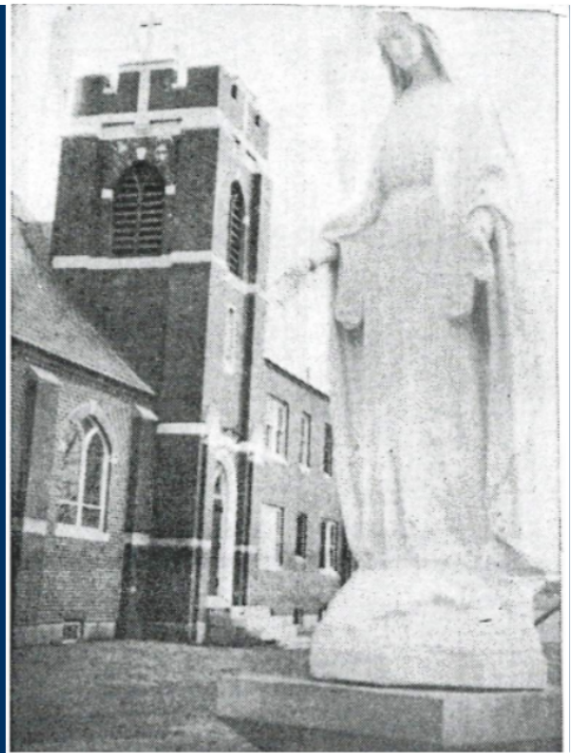


# 'This Land is Your Land and This Land Is My Land':

MHC Undergraduate Fellow **Tom Pinette**  
on the role of the Roman Catholic Church in the  
political and cultural lives of the Penobscot  
and Passamaquoddy Nations in the  
twentieth century

**Wednesday  
March 1 at 12:00 pm**

**Class of 1944 Hall  
Room 102**



PENOBSCOT NATION  
Office of the Tribal Clerk

Community Building  
12 Wabanaki Way  
Indian Island  
Old Town, Maine 04468  
FAX (207) 827-1136



Linda Socoby  
Tribal Clerk  
(207) 817-7351  
Email: linda.socoby@penobscotnation.org

**To:** Eligible Voting Members of the Penobscot Nation  
**From:** Linda Socoby, Tribal Clerk *LS*  
**RE:** Recall Referendum Election  
**Date:** February 13, 2023

This notice is to inform you of a petition submitted to the Tribal Clerk's office for the recall of an elected official, Lisa Montgomery, from Tribal Council. A Referendum Recall Election will be held on **Thursday, March 30, 2023**, at the Nicholas H. Sapiel Building. The polls will open at 9:00 am and close at 8:00 pm.

If you wish to vote absentee you may request a ballot either by mail, fax, or email to [linda.socoby@penobscotnation.org](mailto:linda.socoby@penobscotnation.org), **telephone requests are not accepted.**

Also, a Public Hearing will be held on Tuesday, February 28, 2023, at 6:00 at the Nicholas H. Sapiel Building for those interested in attending.

If you have questions, please feel free to call (207) 817-7351.

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(Please print)

- \* **Only one request per form**
- \* **Absentee ballots must be received by March 30, 2023, to be counted**

Please send me an absentee ballot for the Recall Referendum Election to be held on March 30, 2023.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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# Penobscot Nation Housing Department

## Announcement

The Penobscot Nation Housing Department is accepting applications for a 3 Bedroom home rental unit. This is a Market Rent Unit that has no subsidy and in addition the tenant will be responsible to pay for electricity and heat. Applicants must provide proof of income, demonstrate the ability to pay market rent, along with past landlord rental history. Please contact Lisa Pardilla at (207) 817-7370 to request an application.

**Applications must be returned by no later than February 28, 2023.**



## The Penobscot Nation Department of Education & Career Services offers the following programs and services:

- Library and Computer lab
- Assistance with school- new and returning students
  - FAFSA completion
- Programs to assist with new employment and small business start-up
  - Short-term employment training (WIOA)
    - Short-term credential attainment
  - Resume and job search assistance

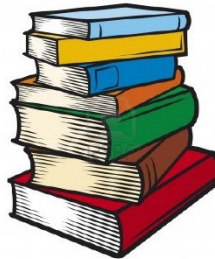
For more information, eligibility or to apply, contact us at

Candi Ewer, [candi.ewer@penobscotnation.org](mailto:candi.ewer@penobscotnation.org) , (207) 817-7348

Or

Carlene Miller, [carlene.miller@penobscotnation.org](mailto:carlene.miller@penobscotnation.org) , (207) 817-7345

We are located in the Nicholas Sapiel building!





The Intertribal Agriculture Council was founded in 1987 to pursue and promote the conservation, development, and use of our agricultural resources for the betterment of Native peoples.

YOUTH & PROFESSIONAL DEVELOPMENT

# 2023 Bob Miller Memorial Scholarship

APPLY BY

**WED**  
March  
**15** 11:59 PM  
(PST)

IAC persists in supporting Native youth in pursuit of higher learning. The Bob Miller Memorial Scholarship assists those seeking education with a future goal of working in and improving Indian agriculture. We are excited to announce that our **2023 Bob Miller Memorial Scholarship is open for applications!**

The 2023 Bob Miller Memorial Scholarship will award twenty-four \$2,000 scholarships nationwide. Awardees will receive \$1,000 for Fall 2023 and \$1,000 for Spring 2024.

Are you or do you know an eligible student? Application preferences are as follows:

- Full-time undergraduate students, then part-time and/or graduate students
- Students pursuing a degree in Agriculture, Agriculture Business, Agriculture Education, Agriculture Engineering, Animal Science, Environmental Management, Horticulture, Natural Resource Management, Range Management, Soil Science, Veterinary Medicine, or other related fields of food or agricultural study
- Students must prove that they have a minimum GPA of 2.25

Complete application packages should include an **essay submission, 1-2 reference letters, and a recent transcript**. Students are also encouraged to provide a resume, cover letter, and a class schedule as relevant. **To learn more about the application requirements, visit the [Youth page](#).**

We encourage you to apply today or share the application with an eligible student! **Applications must be received by March 15th, 2023 at 11:59 PM (PST) for priority consideration.**

VISIT THE APPLICATION PORTAL

**PENOBSCOT NATION**

**CENSUS COMMITTEE**



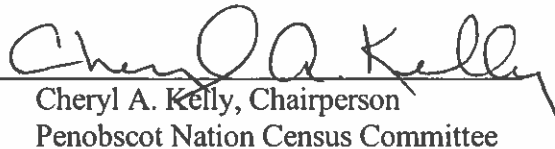
COMMUNITY BUILDING  
12 WABANAKI WAY  
INDIAN ISLAND, ME 04468  
TEL.: (207) 817-7378

February 2, 2023

Pursuant to law, the Penobscot Nation Census Committee will be holding a **REGULAR MEETING** on **WEDNESDAY, APRIL 12<sup>th</sup>, 2023**, at **4:30 PM.** This meeting will be held in the Main Conference Room at the Nicholas H. Sapiel, Jr. building, Wabanaki Way, Indian Island.

**\* \* \* AGENDA \* \* \***

- \* Approval of MINUTES
- \* Final approval for Tentatively Approved Applicants
- \* Tentative approval for New Member Applicants
- \* Other business
- \* Set date for next meeting

  
Cheryl A. Kelly, Chairperson  
Penobscot Nation Census Committee

CAK:cwb

**PENOBSCOT NATION**

**CENSUS COMMITTEE**



COMMUNITY BUILDING  
12 WABANAKI WAY  
INDIAN ISLAND, ME 04468  
TEL.: (207) 817-7378

**\*\*\* MEMO \*\*\***

**TO:** Chief, Vice-Chief and Council  
Finance, Trust Fund  
All Departments  
Flyer


**FROM:** Census Committee

**RE: NEW MEMBER LISTING**

**DATE:** February 2, 2023

**EFFECTIVE DATE OF MEMBERSHIP**  
**FEBRUARY 01, 2023**

<u>NAME</u>	<u>D.O.B.</u>	<u>SEX</u>	<u>QUANTUM</u>	<u>CENSUS NUMBER</u>
Elizabeth Marie Lacasse	08/10/22	F	025.00%	(03068)
Francesca Ann-Dreya Pardilla	06/27/22	F	037.50%	(03069)
Emma Reign Paul	01/05/16	F	050.00%	(03070)
Kohl Bradley Paul	11/09/13	M	050.00%	(03071)
Rome Atlas Sapiel-Trujillo	06/11/22	M	028.13%	(03072)
Atlas James Sockbeson	10/08/20	M	034.38%	(03073)
Blake Anthony Thorne	12/05/19	M	043.75%	(03074)
Malia Brooklin Thorne	02/24/22	F	043.75%	(03075)

  
Cheryl A. Kelly, Chairperson  
Penobscot Nation Census Committee



**PENOBSCOT NATION**

**CENSUS COMMITTEE**



COMMUNITY BUILDING  
12 WABANAKI WAY  
INDIAN ISLAND, ME 04468  
TEL.: (207) 817-7378

**TO:** Chief, Vice-Chief and Council  
Finance, Trust Fund  
All Departments  
Flyer


**FROM:** Census Committee

**DATE:** February 2, 2023

**RE: RELINQUISHMENT**

**EFFECTIVE DATE OF RELINQUISHMENT**  
**FEBRUARY 1<sup>st</sup>, 2023**

<b><u>NAME</u></b>	<b><u>D.O.B.</u></b>	<b><u>SEX</u></b>	<b><u>QUANTUM</u></b>	<b><u>CENSUS NUMBER</u></b>
Trevar Orono Akins	07/04/75	M	62.50%	(00009)

  
Cheryl A. Kelly, Chairperson  
Penobscot Nation Census Committee

CAK: cwb

**PENOBSCOT NATION**

**CENSUS COMMITTEE**



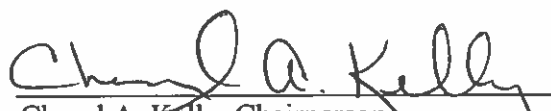
COMMUNITY BUILDING  
12 WABANAKI WAY  
INDIAN ISLAND, ME 04468  
TEL.: (207) 817-7378

February 2, 2023

At the annual meeting of the Census Committee held at the Nicholas H. Sapiel, Jr. building on February 1<sup>st</sup>, 2023, the following persons were approved for tribal membership. In accordance with Section 1.12, Chapter XVI - Penobscot Nation (Tribal Census Maintenance Procedure) the names of the people approved by the Census Committee must be posted for two (2) weeks for public inspection and comment.

**DATE OF POSTING – FEBRUARY 21, 2023**

<u>NAME</u>	<u>D.O.B.</u>	<u>CLAIMING THROUGH</u>
Amy Joanne Banasiak-Hurley	12/19/60	Terry C. Neptune (Deceased) & Dawn E. Neptune (01324)
Wa Ode Mikinaak Ktahanto Cobenais	03/27/19	Barbara L. Giammarino (00611) & Ronald Cobenais (Chippewa)
Devin Michael Downing	10/07/85	Joseph Molly (Deceased) & Brenda Dana (Passamaquoddy)
Vincent Anthony Downing	12/21/17	Leona M. Downing (02651) & Devin Downing (Passamaquoddy)
Lexa Sage Goodall	01/25/01	Jeremia Goodall (01550) & Shawna Perley (Maliseet)
Oryan Nicholas Goodall	06/19/04	Jeremia Goodall (01550) & Shawna Perley (Maliseet)
Triton Jeremia Goodall	01/05/06	Jeremia Goodall (01550) & Shawna Perley (Maliseet)
Destiny Marie Neptune-White	04/08/03	Terry C. Neptune (Deceased) & Anthony White (Mi'kmaq)
Faith Celeste Neptune-White	07/07/00	Terry C. Neptune (Deceased) & Anthony White (Mi'kmaq)
Andrea Leigh Neptune-White Thompson	07/14/93	Terry C. Neptune (Deceased) & Anthony White (Mi'kmaq)
Katlynn Elizabeth Wickham	06/30/00	Nathan N. Sockalexis (01143)

  
Cheryl A. Kelly, Chairperson  
Penobscot Nation Census Committee

**PENOBSCOT NATION**

TRIBAL ADMINISTRATION  
HUMAN RESOURCES



12 Wabanaki Way  
Indian Island, ME 04468  
TEL: (207) 817-7312

**JOB ANNOUNCEMENT:**

The Penobscot Nation is seeking applications for the following position:

**OPENING DATE: June 27, 2022**

**CLOSING DATE: Until Filled**

**CHILD WELFARE CASE MANAGER**  
*Human Services Division*

\*\*\*\*\*

**JOB STATUS:**

**CHILD WELFARE CASE MANAGER**  
**Career Field: Program Staff**  
**Pay Range: \$22.22 - \$33.93 per hr.**  
**Classification: Full-time, Regular**  
**Category: D**

**LOCATION:**

**Penobscot Nation**  
**Social Services Department**  
**Human Services Division**  
**2 Down Street**  
**Indian Island, ME 04468**

\*\*\*\*\*

**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

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**QUALIFICATIONS REQUIRED:** Bachelor's Degree in Social Work or a related field from an accredited college or university. Two (2) years of related experience preferred. Current Social Work license or the ability to obtain a Social Work license within 90 days required. Must be able to successfully complete the Child Protection Professional pre-service training. Ability to work in a culturally competent manner with individuals from a variety of ethnic, cultural, and socioeconomic backgrounds. Exercises effective problem solving techniques, tackles issues directly, and makes timely decisions based on factual information. Proven ability to maintain confidentiality. Applicant must never have been convicted of a felony. A valid driver's license is required. Applicant will be required to sign a waiver for a background check. Indian preference will be adhered to in accordance with the Penobscot Nation's Personnel Policies and Procedures.

\*\*\*\*\*

**HOW TO APPLY:**

- Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-applications>
- Submit completed applications and resume along with certifications to [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)
- For further information, call 817-7312 or email at [lloyd.bryant@penobscotnation.org](mailto:lloyd.bryant@penobscotnation.org)

**POSITION TITLE:** Child Welfare Case Manager – Human Services Division of Social Services

**DEPARTMENT:** Social Services

**RESPONSIBLE TO:** Social Services Assistant Director

**RATE OF PAY/CATEGORY:** Program Staff D / (\$22.22 - \$33.93 per hr.)

**STATUS/TERM:** Full-time, Regular

**JOB SUMMARY:**

Position may provide a combination of intake, investigative and case management services. Under general supervision provides permanency guardianship and placement resources in cases of abuse, neglect, and exploitation. Determines the level of risk and takes appropriate action, or accepts cases from investigators and provides follow-up intervention, assessment, and case management. To conduct assessments and engage in planning, the child and adolescent case manager must have good skills in interviewing and documentation. In implementing functions associated with linking and referring children and families to service systems, the case manager will need to have skills in negotiating, collaborating and brokering. Advocacy is offered through the case manager's ability to communicate clearly on behalf of the child and family. Social Services emphasize the importance of distinguishing between and establishing linkages with those that are formal as well as informal helping systems. Formal service systems may include schools, mental health programs, child welfare agencies and health care organizations, while informal service systems are most often operated by volunteers. Informal services target gaps not filled by the formal system such as transportation, tutoring and social support.

**JOB RESPONSIBILITIES:**

1. Provide case management services to children in tribal and state custody as assigned.
2. Performs initial investigation of protective services referrals to determine the appropriateness of protective services intervention.
3. Supervises children in out-of-home placements and in-home interventions. Assists the parents or placement providers in meeting the needs of these children, where permanency planning is the goal.
4. Prepares home and/or custody evaluation as requested by other counties, states, or as ordered by the courts.
5. For confirmed cases of adult abuse/neglect, obtains client's permission to provide services, crisis intervention, case planning and ongoing services.
6. Initiates and pursues the legal process for guardianship when client is incapacitated or incompetent.
7. Responsible for insuring that children, youth and families gain access to needed community resources.
8. Maintains required documentation in Child Welfare Information System and completes reports.
9. Provides case management which strengthens family functioning.
10. Formulate on-going safety plans and locate resources for each case in order to provide a permanency status.
11. Keep clear, detailed and accurate records of assessment, activities, plans and case notes.
12. Assist in facilitating Family Team Meetings.

13. Regularly meet with the PNDSS Assistant Director for case consultation and administrative supervision.
14. Become familiar and maintain compliance with all codes laws, agreements, and policies concerning child welfare matters and funding agency requirements
15. Direct and attend related court activities including preparing and filing petitions and other legal documents, preparing clients for hearings.
16. Follow policies and procedures that relate to child permanency, substitute care and other services as assigned by the PNDSS Director.
17. Manages the permanency guardianship and foster placement process.
18. Assist in recruiting, evaluating and licensing foster homes and provide foster parents with appropriate training.
19. Co-case manage ICWA cases with State Partners.
20. Available for on-call services minimum 2 weeks per month.
21. Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
22. Other related duties as assigned.

***KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS:*** (education required/preferred, skills required/preferred, years of experience required/preferred)

Bachelor's Degree in Social Work or a related field from an accredited college or university. Two (2) years of related experience preferred. Current Social Work license or the ability to obtain a Social Work license within 90 days required. Must be able to successfully complete the Child Protection Professional pre-service training. Ability to work in a culturally competent manner with individuals from a variety of ethnic, cultural, and socioeconomic backgrounds. Exercises effective problem solving techniques, tackles issues directly, and makes timely decisions based on factual information. Proven ability to maintain confidentiality. Applicant must never have been convicted of a felony. A valid driver's license is required. Applicant will be required to sign a waiver for a background check. Indian preference will be adhered to in accordance with the Penobscot Nation's Personnel Policies and Procedures.

***LICENSES/CERTIFICATES/REGISTRATIONS:*** (driver's license, professional licensing/certification)

***PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS:*** (physical requirements of position, job environment/conditions)

***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***



**PENOBSCOT NATION**

TRIBAL ADMINISTRATION  
HUMAN RESOURCES



12 Wabanaki Way  
Indian Island, ME 04468  
TEL: (207) 817-7312

**JOB ANNOUNCEMENT:**

The Penobscot Nation is seeking applicants for the following position:

**OPENING DATE: October 5, 2022**

**CLOSING DATE: Until Filled**

**STAFF ACCOUNTANT I**

\*\*\*\*\*

**JOB STATUS:**

**Career Field: Program Staff**

**Pay Range: \$18.53 - \$32.14**

**Category: C**

**Classification: Non-Exempt, Regular, Full-Time**

\*\*\*\*\*

**LOCATION:**

**Penobscot Nation**

**12 Wabanaki Way**

**Indian Island, ME 04468**

**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

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**QUALIFICATIONS REQUIRED:**

Bachelor's Degree with major in accounting required. Experience with Federal grants administration preferred. Minimum of 1-3 years of experience with prior supervisory duties in accounting department preferred. Valid State of Maine driver's license with clean driving record. Indian Preference will be adhered to in accordance with the Penobscot Nation's Personnel Policies and Procedures.

\*\*\*\*\*

**HOW TO APPLY:**

- Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>
- Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org
- For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

## **JOB DESCRIPTION**

**Position Title:** Staff Accountant I

**Department:** Finance Office

**Reports To:** Director of Finance (CFO)

**Rate of Pay/Category:** Program Staff/Category C (\$18.53 -\$32.14 per hr.)

**Status/Term:** Non-Exempt, Full-Time, Regular

### ***JOB SUMMARY:***

Assumes responsibility for various accounting tasks with some supervisory responsibility over accounting office staff. Tasks include account analysis and reconciliation, proration's, allocations, preparations for annual audit, financial statement preparation. Works closely with CFO to maintain and improve accounting processes and procedures. Person must have comprehensive computer skills with a working knowledge of Microsoft Excel and Word. Experience of other software such as Crystal Reports, Access, etc. is helpful.

### ***ESSENTIAL DUTIES/RESPONSIBILITIES:***

- Assumes responsibility for audit preparation and worksheet preparation for year-end including accounts analysis.
- Reconciles bank accounts with general ledger accounts.
- Assumes responsibility for fixed asset monitoring, control, and record maintenance.
- Assists with large asset procurement and bid processing (PIN rental purchases).
- Oversees processing, submittal and posting of credit card processing to insure timely accurate recording.
- Approves payroll processing and prepares payroll reporting.
- Assists with supervision and training of accounting staff.
- Reviews budget reports and reports exceptions to the CFO.
- Monitors and creates postings to the accounts for all Trust Fund activity including investments, payouts, and manual transactions.
- Cross-trains in all accounting office duties to fill-in or help train new staff or current staff on new procedures.
- 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 other duties as assigned as required.

***KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS:*** (education required/preferred, skills required/preferred, years of experience required/preferred)

Bachelor's Degree with major in accounting required. Experience with Federal grants administration preferred. Minimum of 1-3 years of experience with prior supervisory duties in accounting department preferred.

**LICENSES/CERTIFICATES/REGISTRATIONS:** (driver's license, professional licensing/certification)  
Valid State of Maine driver's license with clean driving record.

**PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS:** (physical requirements of position, job environment/conditions)

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 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.

***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***

**PENOBSCOT NATION**

TRIBAL ADMINISTRATION  
HUMAN RESOURCES



12 Wabanaki Way  
Indian Island, ME 04468  
TEL: (207) 817-7312

**JOB ANNOUNCEMENT:**

The Penobscot Nation is seeking applications for the following position:

**OPENING DATE: October 5, 2022**

**CLOSING DATE: Until Filled**

**Dental Assistant**

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**JOB STATUS:**

**Dental Assistant**  
**Career Field: Medical**  
**Pay Range: \$20.75 - \$24.79 per hr.**  
**Category: A-2**  
**Status/Term: Exempt, Full-time**

**LOCATION:**

**Penobscot Nation**  
**Health Department**  
**Classification: Full-time, Regular**  
**23 Wabanaki Way**  
**Indian Island, ME 04468**

\*\*\*\*\*

**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

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**QUALIFICATIONS REQUIRED:**

Experience necessary in all dental office functions. Ability to perform four-handed dentistry under the direct supervision of the dentist. Working knowledge of OSHA Standards for infection control and safety. Computer proficiency including Microsoft Word and Excel required. DANB required. Certified Dental Assistant as well as Radiology Certificate required. 2 years experience preferred. Indian Preference will be adhered to in accordance with the Penobscot Nation’s Personnel Policies and Procedures.

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**HOW TO APPLY:**

- Apply online at [www.penobscotnation.org/departments/human-resources](http://www.penobscotnation.org/departments/human-resources).
  - Submit completed applications and resume along with certifications to [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)
- For further information, call 817-7312 or email at [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)

## **JOB DESCRIPTION**

**Position Title:** Dental Assistant

**Department:** Health Department

**Reports To:** Dental Program Coordinator

**Rate of Pay/Category:** \$20.75 - \$24.79 / A-2

**Status/Term:** Full-time (40 hours) / Non-Exempt

### ***JOB SUMMARY:***

The Dental Assistant performs four-handed dentistry with the dentist or dental hygienist, take and develops radiographs, and performs infection control procedures according to OSHA standards.

### ***ESSENTIAL DUTIES/RESPONSIBILITIES:***

- Maintains supplies at adequate levels and provides an inventory for the Program Coordinator
- Schedules appointments as needed
- Evaluates emergency calls and visits in coordination with the dental hygienist, dentist or medical team as needed
- Cleans and maintains dental operatories and dental laboratory
- Cleans, disinfects, and sterilizes instruments daily
- Performs and maintains log for spore testing and daily autoclave loads
- Monitors dental charts to maintain current medical and dental histories and consent forms
- Monitors the mailing and receiving of laboratory prosthetic cases
- Provides quality care consistent with the Standards of the American Dental Association
- Takes and pours impressions when needed
- Assists in four-handed dentistry and possesses knowledge of all current dental materials and procedures
- Checks daily schedule and lab cases and prepares appropriate instruments for each procedure
- Takes radiographs and develops upon the recommendation of the dentist or the dental hygienist
- Assumes responsibility for following confidentiality procedures as outlined in the Privacy Act and HIPAA
- Performs additional related duties as requested

***KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS:*** (i.e., education required/preferred, skills required/preferred, years of experience required/preferred)

High School Diploma or G.E.D. required

Ability to perform four-handed dentistry under the direct supervision of a dentist

Working knowledge of OSHA standards for infection control and safety required

Computer proficiency including Microsoft word and Excel required

***LICENSES/CERTIFICATES/REGISTRATIONS:*** (i.e., driver's license, professional licensing/certification)



Certified Dental Assistant  
Radiology Certification

***PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS:*** (i.e., physical requirements of position, job environment/conditions)

Use their hands to handle, control, or feel objects, tools, or controls. Repeat the same movements. Bend or twist their body. Sit for long periods of time. Stand for long periods of time. Lift up to 25 lbs.

***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***

**PENOBSCOT NATION**

TRIBAL ADMINISTRATION  
HUMAN RESOURCES



12 Wabanaki Way  
Indian Island, ME 04468  
TEL: (207) 817-7312

**JOB ANNOUNCEMENT:**

The Penobscot Nation is seeking applications for the following position:

**OPENING DATE: October 13, 2022**

**CLOSING DATE: Until Filled**

**MEDICAL ASSISTANT**

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**JOB STATUS:**

**MEDICAL ASSISTANT**

**Career Field: Medical**

**Pay Range: \$17.09 – \$23.47 per hr.**

**Category: A-4**

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

**LOCATION:**

**Penobscot Nation**

**Health Department**

**Classification: Full-time, Regular**

**12 Wabanaki Way**

**Indian Island, ME 04468**

\*\*\*\*\*

**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

\*\*\*\*\*

**QUALIFICATIONS REQUIRED:** Certified Medical Assistant (C.M.A.). 1-2 years of experience in a medical office setting preferred. Candidate must undergo a character investigation, including a criminal background check as required by P.L. 101-630. 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.

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**HOW TO APPLY:**

- Apply online at [penobscotnation.org/departments/human-resources](http://penobscotnation.org/departments/human-resources).
- Submit completed applications and resume along with certifications to [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)

For further information, call 817-7312 or email at [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)

## **JOB DESCRIPTION**

**Position Title:** Medical Assistant

**Department:** Health Department

**Reports To:** Medical Program Coordinator

**Rate of Pay/Category:** \$17.09 - \$23.47 / A4

**Status/Term:** Non-Exempt / Full-time (40 hours)

### ***JOB SUMMARY:***

Responsible for assisting providers with patient care, clerical, environmental and organizations tasks such as chart management. Provider information to patients so they may fully utilize and benefit from clinic services. Conveys a positive image of the clinic.

### ***ESSENTIAL DUTIES/RESPONSIBILITIES:***

- Fulfills patient care responsibilities as assigned which include: checking schedules and organizing patient flow; accompanying patients to exam rooms, administering injections, assisting patients as needed with walking, transfers, dressing, collecting specimens, preparing for exam, 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; obtaining lab/x-ray reports, hospital notes, referral information, etc.; completing forms/requisitions as needed; scheduling appointments, managing charts to ensure information is completed and filed appropriately. Order vaccines and drugs as needed.
- Fulfills environmental responsibilities as assigned which may include: setting up instruments and equipment according to department protocol, cleaning exam rooms, instruments and equipment between patient visits to maintain infection control, cleaning sterilizer according to schedule maintenance program and keeping appropriate records; order, sorting, storing supplies, restocking exam rooms.
- 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.
- Administration of immunizations to patients of all ages, including review of state database records to ensure children are receiving all age-appropriate immunizations.
- Prior authorizations for medications for insurance purposes.
- Maintain SDS database with up-to-date information and adhere to treatment protocols for exposure.

**KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS:** (i.e., education required/preferred, skills required/preferred, years of experience required/preferred)

Certified Medical Assistant (C.M.A.)

1-2 years of experience in a medical office setting preferred

**LICENSES/CERTIFICATES/REGISTRATIONS:** (i.e., driver's license, professional licensing/certification)

State of Maine Driver's License

C.M.A. (AAMA)

**PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS:** (i.e., physical requirements of position, job environment/conditions)

Candidate must be able to fulfill all physical responsibilities of the position with reasonable accommodation.

*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*

**PENOBSCOT NATION**  
TRIBAL ADMINISTRATION  
HUMAN RESOURCES



12 Wabanaki Way  
Indian Island, ME 04468  
TEL: (207) 817-7306

**JOB ANNOUNCEMENT:**

The Penobscot Nation is seeking applications for the following position:

**OPENING DATE: January 31, 2023**

**CLOSING DATE: Until Filled**

**PATROL OFFICER**

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**JOB STATUS:**

**Title: Patrol Officer**  
**Career Field: Police/Dispatch**  
**Pay Range: \$23.92 - \$32.24 per hour**  
**Classification: Full-time**

**LOCATION:**

**Penobscot Nation**  
**Department of Public Safety**  
**12 Wabanaki Way**  
**Indian Island, ME 04468**

\*\*\*\*\*

**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

\*\*\*\*\*

**QUALIFICATIONS REQUIRED:** High School Graduate, Maine Criminal Justice Academy Pre-Service Training Certificate or any state or federal law enforcement training certificate that meets the waiver policy of the Maine Criminal Justice Academy and the Department of the Interior's Indian Police Academy. No prior criminal history. Must be able to attend and complete the Indian Police Academy or Maine Criminal Justice Academy within a year of hire date. Must pass a physical agility test (MCJA or IPA standards), oral board, background investigation, psychological, polygraph and medical examinations. Job duties and additional information can be obtained from the Human Resource Department. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

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**HOW TO APPLY:**

**HOW TO APPLY:**

-Applications are available at the Human Resources Office located at Nicholas Sapiel Building, 27 Wabanaki Way, Indian Island, ME 04468. Applications are available via email request at [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org), or call 207-817-7312 to request applications be sent to you. **Application package includes:** Tribal Application for employment, questionnaire for working with children, and form SF86

Submit completed application package along with and required certifications to:

Attn: Penobscot Nation Human Resources

Mailing: 12 Wabanaki Way, Indian Island, ME 04468

Physical location: 27 Wabanaki Way, Indian Island, ME 04468

For more information, call 817-7312 or email at [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)



## **PATROL OFFICER JOB DESCRIPTION**

**POSITION TITLE:** Patrol Officer

**DEPARTMENT:** Police Department

**IMMEDIATE SUPERVISOR:** Patrol Sergeant

**RATE OF PAY:** \$23.92-\$32.24 per hour

**STATUS:** Regular, Full Time

### **RESPONSIBILITIES**

1. Patrol assigned areas and assist the public, while working toward public compliance of Tribal, State and Federal laws and ordinances, with a community oriented approach.
2. Responds to calls from the dispatch center, citizens and other tribal departments of emergency and non-emergency job related matters.
3. Issue warnings, citations, affect arrests, gather evidence, and keep accurate notes to assist in the enforcement and prosecution of offenders.
4. Investigate complaints, inform supervisors of the need for additional resources.
5. Write detailed and accurate reports and submit to supervisor within required time.
6. Respond to and investigate motor vehicle accidents, to determine cause.
7. Render aid at accident scenes, prevent further injuries or damage and secure the scene for processing.
8. Report to and testify in all case related Tribal, State and Federal Court trials and other administrative hearings related to your duties.
9. Perform any special detail, community function, public event or other assigned activity.
10. Periodically inform the communication Center of your location.
11. Complete all required daily and monthly statistical reports within required time
12. All other details or duties assigned by a supervisor.
13. Adhere to all Penobscot Nation Standard Operating Procedures and Tribal Personnel Policies.

*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*

**PENOBSCOT NATION**

TRIBAL ADMINISTRATION  
HUMAN RESOURCES



12 Wabanaki Way  
Indian Island, ME 04468  
TEL: (207) 817-7312

**JOB ANNOUNCEMENT:**

The Penobscot Nation is seeking applications for the following position:

**OPENING DATE:** February 16, 2023

**CLOSING DATE:** Until Filled

**RESIDENTIAL CARE CRMA (NOLI)**

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**JOB STATUS:**

**RESIDENTIAL CARE CRMA (NOLI)**  
**Career Field: Medical**  
**Pay Range: \$15.33 - \$20.02 per hr.**  
**Category: A-1**  
**Status/Term: Per Diem, Non-Exempt**

**LOCATION:**

**Penobscot Nation**  
**Health Department**  
**Classification: Full-time**  
**12 Wabanaki Way**  
**Indian Island, ME 04468**

\*\*\*\*\*

**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

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**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
- 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:
- 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.
- 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.**

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**HOW TO APPLY:**

- Apply online at [penobscotnation.org/departments/human-resources](http://penobscotnation.org/departments/human-resources).

- Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org  
For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

## **JOB DESCRIPTION**

**Position Title:** Residential Care CRMA (NOLI)

**Department:** Health Department

**Reports To:** Residential Care Program Administrator

**Rate of Pay/Category:** \$15.33 – 20.02 / A1

**Status/Term:** Per Diem / Non-Exempt

### ***JOB SUMMARY:***

Provides personal care, housekeeping, medication administration, food service, laundry and assistance with social and recreational activities to residents in order to maintain independence.

### ***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.
- Other related duties as assigned

***KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS:*** (i.e., education required/preferred, skills required/preferred, years of experience required/preferred)

- 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

- 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:
  - 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.
  - 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.

**LICENSES/CERTIFICATES/REGISTRATIONS:** (i.e., driver's license, professional licensing/certification)

CRMA Certification  
Basic Life Support (BLS) Certification

**PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS:** (i.e., physical requirements of position, job environment/conditions)

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.)

***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***