

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: November 20, 2020

CLOSING DATE: Until Filled

RESIDENTIAL CARE CRMA (NOLI)

JOB STATUS:

RESIDENTIAL CARE CRMA (NOLI)
Career Field: Medical
Pay Range: \$13.79 - \$18.01 per hr.
Category: A-1
Status/Term: Per Diem, Non-Exempt

LOCATION:

Penobscot Nation
Health Department
Classification: On-call
12 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

1. High School Diploma or G.E.D.
2. One (1) year experience providing personal care and housekeeping services to the elderly, preferably in a home setting
3. Possesses an understanding of the native culture or a willingness to learn
4. Ability to work as part of a team
5. Ability and willingness to respect the independence, privacy, and dignity of tribal elders
6. Good interpersonal and communication skills
7. Ability to work flexible hours and complete a variety of tasks

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

HOW TO APPLY:

- Apply online at 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: \$13.79 – 18.01 / A1

Status/Term: Per Diem / Non-exempt
Essential Personnel / Public Safety HR Protocols

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:

1. Provides personal care to residents as indicated by care plan
2. Provides housekeeping and laundry services to residents as indicated by care plan
3. Provides medication administration as directed by care plan
4. Assists in food preparation, meal service and cleaning
5. Escorts residents to appointments as necessary
6. Assists/facilitates social and recreational activities with residents
7. Answer telephone, provides information and takes messages for residents or administration as appropriate
8. Provides documentation as required by regulations to support on-going assessment of resident needs
9. Attends staff trainings as applicable
10. Abides by all OSHA regulations and other safety requirements
11. Maintains strict confidentiality of resident information
12. Other related duties as assigned

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

8. High School Diploma or G.E.D.
9. One (1) year experience providing personal care and housekeeping services to the elderly, preferably in a home setting
10. Possesses an understanding of the native culture or a willingness to learn
11. Ability to work as part of a team
12. Ability and willingness to respect the independence, privacy, and dignity of tribal elders
13. Good interpersonal and communication skills
14. Ability to work flexible hours and complete a variety of tasks

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