

**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: August 26, 2024**

**CLOSING DATE: September 5, 2024**

**Residential Care Cleaning Aide (NOLI)**

\*\*\*\*\*

**JOB STATUS:**

**Residential Care Cleaning Aide**  
**Career Field: Medical**  
**Pay Range: \$16.08 – \$20.99 per hr.**  
**Category: A-1**  
**Status/Term: Non-Exempt, Part-time**

**LOCATION:**

**Penobscot Nation**  
**Health Department (NOLI)**  
**Classification: Part-time**  
**12 Wabanaki Way**  
**Indian Island, ME 04468**

\*\*\*\*\*

**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

\*\*\*\*\*

**QUALIFICATIONS REQUIRED:**

High School Diploma or G.E.D. required.  
1-year experience with environmental services or housekeeping.  
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.  
Complete transparency in the hiring process  
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:  
a. 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.  
b. 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.  
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.

\*\*\*\*\*

**HOW TO APPLY:**

- Applications available at the Human Resources Office or in the Secretary’s Office at the Nick Sapiel Building, Indian Island, Maine. Applications are also available at [www.penobscotnation.org](http://www.penobscotnation.org)
- 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](mailto:Human.Resources@penobscotnation.org)

-For further information, call 817-7306 or email at  
Human.Resources@penobscotnation.org

## **JOB DESCRIPTION**

**Position Title:** Residential Care Cleaning Aide

**Department:** Health Department / NOLI Home

**Reports To:** Administrator

**Rate of Pay/Category:** \$16.08 – 20.99 / A-1

**Status/Term:** Part-time (20 hours) / Non-exempt

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

Provides cleaning support by maintaining and cleaning all resident spaces as well as common areas in the facility. This individual will have knowledge of general cleaning practices. General duties include, but are not limited to, housekeeping, laundry, food service and supply ordering.

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

Maintain cleanliness of milieu  
Deep clean resident rooms as scheduled.  
Complete resident and facility laundry  
Maintain cleanliness of resident bathroom and shower room  
Transports trash and hazardous waste to appropriate disposal area  
Follows all infection control practices including hand washing techniques, Standard Precautions and isolation precautions.  
Restock resident room toiletries.  
Maintain facility fridge within OSHA standards.  
Conduct spring cleaning and fall cleanup as needed.  
Maintain supplies and reordering on a monthly basis.  
Utilizes the appropriate chemicals and supplies according to procedure.  
Perform infectious disease disinfecting as needed.

***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.  
1-year experience with environmental services or housekeeping.  
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.  
Complete transparency in the hiring process  
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:

- a. 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.
- b. 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)

Not required

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

Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions  
Pushing and pulling heavy objects  
Full range of body motion including handling and lifting  
Position requires light to moderate work with 50 pounds maximum weight to lift and carry.  
Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.

***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***