

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: December 3, 2024

CLOSING DATE: Until Filled

Residential Care Cleaning Aide (NOLI)

JOB STATUS:

Residential Care Cleaning Aide
Career Field: Medical
Pay Range: \$16.95 – \$22.14 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
- 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 817-7306 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: Residential Care Cleaning Aide

Department: Health Department / NOLI Home

Reports To: Program Administrator

Rate of Pay/Category: \$16.95 – \$22.14 / 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)

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- 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.
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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.