



**PLEASE SCROLL BELOW TO VIEW THE FOLLOWING POSITIONS:**

**Managerial Opportunities**

- Nursing Home Administrator – Mercy Home – Eagle Lake – Full Time
- Director of Nursing – Mercy Home – Eagle Lake – Full Time
- Activity Coordinator – Mercy Home – Eagle Lake – Full Time
- Housekeeping/Laundry Supervisor - Mercy Home - Eagle Lake – Full Time

**Direct Care Opportunities**

**Residential Care:**

- Direct Support Professional – Waiver Homes in Eagle Lake – Full Time and Part Time

**Long Term Care and Assisted Living:**

- Registered Nurse – Mercy Home – Eagle Lake – Full Time
- Certified Nurse’s Assistant – Mercy Home – Eagle Lake – Full Time and Part Time
- Activity Assistant – Eagle Lake – Mercy Home – Part Time
- Unit Care Taker – Mercy Home – Eagle Lake – Full Time
- Cook/Dietary Aide – Mercy Home – Eagle Lake – Full Time
- Long Term Care Transportation – Mercy Home – Eagle Lake – Full Time

**Community Care:**

- Children’s Rehabilitative & Community Support Worker – Aroostook County – Part Time
- Health Home Coordinator – Behavioral Health Homes – Central Aroostook County - Full Time
- Outpatient Clinical Social Worker – Aroostook County – Part Time to Grow to Full Time
- Community Direct Support Professional – St. John Valley – Part Time

**Other Opportunities**

- Accounts Payable Clerk – Agency-wide – Eagle Lake – Full Time
- Agency Maintenance Personnel – Agency-wide – Eagle Lake – Full Time



**Position:** Nursing Home Administrator  
**Division:** Mercy Home  
**Type:** Full Time

Northern Maine General (NMG) is seeking a full time Administrator for its long term care facility, Mercy Home. The Nursing Home Administrator is responsible for the daily operations and management of the nursing home and assuring that quality of life and care is being provided for its residents. Specifically, the Administrator is responsible for the development and revision of policies and procedures so that they are in compliance with federal, state, and local standards; preparation and review of budget; coordination of the work of all departments and functions in the facility; coordination of the treatment planning process in collaboration with the interdisciplinary team; and monitoring of the physical environment and maintenance issues of the facility.

Candidate must be 21 years of age or older, and have a Baccalaureate or higher degree from an accredited college or university in Administration, Health Care Administration, Long-Term Care administration; or a Baccalaureate or higher degree from an accredited college or university in a health related field, such as nursing or social work; or a Baccalaureate or higher degree from an accredited college or university in any field, plus proof of one of the following:

- A certificate of Advanced Study in Long Term Care Administration from an accredited college, or
- Twelve (12) semester hour credits from an accredited college with not fewer than six (6) in management and the balance in health care or long-term care.

It is expected that candidate will be eligible and able to attain their Multi-Level Administrator license within one year of employment.



**Position:** Director of Nursing  
**Division:** Mercy Home  
**Type:** Full Time

Northern Maine General is seeking a full time Director of Nursing (DON) for its long term care facility, Mercy Home. The DON is responsible for planning, organizing, developing, and directing the overall operation of the Mercy Home's direct care department in accordance with federal, state, and local standards. Under the direction of the Administrator and Medical Director, the DON is to ensure that the highest degree of quality care is maintained at all times on the nursing, skilled, and residential care units.

Specifically, the DON must recruit, hire, train, retain, and schedule sufficient and competent personnel to meet the residents' and overall facility's needs as defined by regulations. The DON must regularly observe, communicate with, and support direct care staff to meet the changing needs of the resident and the facility. The DON must assure that all resident care/treatment is appropriately provided, as agreed by the team, and accurately documented in accordance with policy and regulation. The DON must provide direct nursing care as necessary and must assure that work responsibilities are covered in his/her absence, to include the presence of at least one competent full time staff that is trained to be in a "Charge" position. Candidate must be flexible and adaptable to change, in order to effectively carry out Management duties.

Candidate must possess, as a minimum:

- an Associate's Degree in Nursing from an accredited college or university
- a current, unencumbered, active license to practice as a Registered Nurse in the State of Maine
- 2 years of experience as a Nurse in a long-term care facility



**Position:** Activity Coordinator  
**Division:** Mercy Home  
**Type:** Full Time

Northern Maine General is seeking a caring, friendly, encouraging individual to serve as Activity Coordinator of our long term care and residential facilities in Eagle Lake. The Activity Coordinator plans, develops, implements, evaluates, and directs the activity programs of Mercy Home while following facility regulations and remaining within assigned budget. This person supervises the Activity Assistants in the Activity Department.

Candidate must have a high school diploma or its equivalent. An activities training course approved by the Department of Education must be completed by the candidate, however, this course can be taken after the candidate is hired. It is also acceptable if the candidate is a registered Occupational Therapist, Occupational Therapist Assistant, or is a qualified Therapeutic Recreation Specialist.



**Position:** Housekeeping/Laundry Supervisor  
**Division:** Mercy Home, Eagle Lake  
**Type:** Full Time

Northern Maine General is seeking a responsible, highly motivated individual to work as the Housekeeping/Laundry Supervisor at our Mercy Home in Eagle Lake. The Housekeeping/Laundry Supervisor coordinates the housekeeping/laundry services in our long term care and residential facilities and is responsible for hiring, training, and scheduling employees in their division. The desired candidate has a minimum of two years' experience in a supervisory capacity and/or two years' experience as a housekeeping/laundry aide.



**Position:** Direct Support Professional  
**Division:** Waiver Home Program, Eagle Lake  
**Type:** Full Time and Part Time

Northern Maine General is seeking a Direct Support Professional to be part of our Waiver Home Program in Eagle Lake. DSPs work under the supervision of the Residential Manager and participate in the treatment, planning, and provision of needed services for adults with intellectual and physical disabilities. DSPs must be motivated, self-starters, have a strong work ethic, enjoy connecting with people, and enjoy assisting people to pursue their interests and develop relationships in their communities. The desired candidate must have a high school diploma or equivalent, a valid driver's license, a good driving record, and the ability to drive per NMG's regulations and agreements. No prior experience is necessary and training will be provided.

**\$2,000 Retention Incentive for new hire**  
**\$500 Recruitment Incentive for employee who recruited new hire**



**Position:** Registered Nurse (RN)  
**Division:** Mercy Home, Eagle Lake  
**Type:** Full Time

Northern Maine General is seeking a dedicated Registered Nurse (RN) to assist long term care, skilled rehabilitation, and residential care residents at our Mercy Home in Eagle Lake. RNs provide direct care and treatments to residents. Maine state license as a RN and a nursing degree from an accredited college or university are required.

**Employee Recruitment Incentive applies for this position.**



**Position:** Certified Nurse's Assistant (CNA)  
**Division:** Mercy Home, Eagle Lake  
**Type:** Full Time and Part Time

Northern Maine General is seeking a Certified Nurse Assistant (CNA) to work at our Mercy Home in Eagle Lake. CNAs support and assist nursing staff in providing residents with daily nursing care in accordance with established nursing home policies and procedures and personalized care plans. The desired candidate has CNA certification and is active with the CNA registry. It is preferred, but not necessary, that the candidate have experience working as a CNA in a long term care setting.

**\$2,000 Retention Incentive for new hire**

**\$500 Recruitment Incentive for employee who recruited new hire**





**Position:** Activity Assistant  
**Division:** Mercy Home  
**Type:** Part Time

Northern Maine General is seeking a caring, friendly individual to serve as Activity Assistant at our Mercy Home in Eagle Lake. The Activity Assistant works with the Activities Coordinator to plan, develop, organize and implement daily activities for residents and promote and encourage resident involvement. Though it is preferred that the candidate have Certified Nurse's Assistant (CNA) certification and Feeding Assistance training, it is not required for this position. No prior experience is necessary and training will be provided.



**Position:** Unit Care Taker  
**Division:** Mercy Home, Eagle Lake  
**Type:** Full Time

Northern Maine General is seeking a compassionate, motivated individual to serve as a Unit Care Taker for our Mercy Home in Eagle Lake. Unit Care Takers work with other healthcare professionals to provide care to residents in a long term and residential care environment. No prior experience is necessary and training will be provided.



**Position:** Cook/Dietary Aide  
**Division:** Mercy Home, Eagle Lake  
**Type:** Full Time

Northern Maine General is seeking a Cook/Dietary Aide to work in our Mercy Home in Eagle Lake. Cook/Dietary Aide assists with and/or prepare meals for residents in accordance with their dietary cards/menu and perform cleaning duties in the kitchen, serving areas, dining rooms, and dishwashing room as needed. No prior experience is necessary and training will be provided.



**Position:** Long Term Care Transportation  
**Division:** Mercy Home, Eagle Lake  
**Type:** Full Time

Northern Maine General is seeking a professional, organized, self-starter to serve as the person who manages a transportation schedule and provides transportation, using agency vehicles, to the residents of its nursing home and residential facilities. Candidate must be professional, a good problem solver, and have strong communication skills. Individual transports residents to appointments and is the resident's voice and advocate as prompted by the supervisory staff. Candidate is responsible for conveying appointment-related information to supervisory staff. When transportation is not needed, other duties may include performing activities, conducting inventory, and ordering supplies for the facilities. Candidate must be at least age 18, have a high school diploma or equivalent, and have a valid driver's license.

**Employee Recruitment Incentive applies for this position.**



**Position:** Children's Rehabilitative and Community Support Worker  
**Division:** Children's Rehabilitative and Community Support Program, Aroostook County  
**Type:** Part Time

Northern Maine General is looking for a dedicated individual to work in our Children's Rehabilitative and Community Support Program. Rehabilitative and Community Support Workers work one-on-one with children who are developmentally disabled to teach self-care and interpersonal skills, environmental and self-awareness and problem-solving skills. The desired candidate would deliver the child's support plan and attend team meetings to discuss the child's progress. Candidate must be at least age 18, have a high school diploma or equivalent, and have a valid driver's license.

**Employee Recruitment Incentive applies for this position.**



**Position:** Health Home Coordinator  
**Division:** Behavioral Health Homes Program – Central Aroostook County  
**Type:** Full Time

Northern Maine General has one opening for a full time Health Home Coordinator in the Central Aroostook area. Health Home Coordinators work with children and adults with mental illness and collaborate with family, community support workers and other health professionals. The desired candidate would provide direct treatment services on an as needed basis and help clients succeed through a person-centered plan. A bachelor's degree with a concentration in social work or related field, and a MHRT/C full certificate is needed. Valid driver's license and ability to travel throughout Aroostook County is necessary.



**Position:** Outpatient Clinical Social Worker  
**Division:** Outpatient Therapy Services, Aroostook County  
**Type:** Part Time to Grow to Full Time

Northern Maine General is seeking a highly motivated, team-based individual to serve as an Outpatient Clinical Social Worker in Aroostook County. OCSWs provide comprehensive assessments and therapy for children, adults, and families. The desired candidate must be certified as a LMSW-CC or LCSW and be willing to travel on occasion. There is flexibility to work from office, or work remotely with occasional in-person office meetings.



**Position:** Community Direct Support Professional  
**Division:** Adult Community Support Program, St. John Valley Area  
**Type:** Part Time

Northern Maine General is looking for dedicated individuals to work in our Community Support Program, specifically in Fort Kent, Frenchville, and St. John area. Direct Support Professionals (DSP) in our Community Support Program work one-on-one with adults who are developmentally disabled. DSPs integrate the adults from their personal homes into the community, encouraging outside-of-the-home activities and community involvement. DSPs must be motivated, self-starters, have a strong work ethic, enjoy connecting with people, and enjoy assisting people to pursue their interests and develop relationships outside of their homes. The desired candidate must have a high school diploma or equivalent, a valid driver's license, a good driving record, and the ability to drive per NMG's regulations and agreements. Mileage will be reimbursed. No prior experience is necessary and training will be provided.

**Employee Recruitment Incentive applies for this position.**





**Position:** Accounts Payable Clerk  
**Division:** Business Office, Eagle Lake  
**Type:** Full Time

Northern Maine General is seeking a highly organized individual with the ability to multi-task to work in our Eagle Lake healthcare office as the Accounts Payable Clerk. Accounts Payable is primarily responsible for processing vendor invoices and payments. Other job duties include monthly account reconciliations, client rep payee payments, and receptionist coverage.

Preference will be given to a candidate with the following knowledge: Associate's Degree in Accounting or other business related field; bank statement reconciliations, general ledger reconciliations, month-end closing, online banking, and scanning; Microsoft Word, Excel & Outlook; and two to five years' accounting/bookkeeping experience. This individual must also demonstrate professional communication skills and value confidentiality.



**Position: Agency Maintenance Personnel**  
**Type: Full Time**

Northern Maine General is seeking an individual to serve as a maintenance personnel for the agency as a whole, keeping the facilities and grounds safe by performing routine maintenance work. A variety of manual skills and tasks are required to perform specific duties which may include, but are not limited to: basic carpentry; electrical and plumbing skills not needing license to perform; moving large furniture and equipment; operating large and small grounds equipment; performing all types of snow removal, occasionally in inclement weather; monitoring heating, air conditioning and HVAC systems; performing regular vehicle preventative maintenance; and performing custodial duties if necessary. Training will be provided.

A high school diploma or general education degree (GED); or related experience and/or training; or equivalent combination of education and experience is required. Must have a valid driver's license. Must be willing to use personal vehicle to perform assigned work duties from facility to facility.