

HOULTON BAND OF MALISEET INDIANS
Job Description

Approved by Council: 02/27/2024

Tribal Digital Navigator
Native applicants only

STATUS: PART TIME- 20HRS; 1-year funding
SUPERVISED BY: Tribal Administrator
SALARY RANGE: \$21.16

ROLE: The Tribal Digital Navigator will assist community members with internet adoption and the use of computing devices. Provide one-on-one, ongoing assistance to connect residents to affordable internet, devices, digital skills training, and Affordable Connectivity Program application support.

POSITION RESPONSIBILITIES:

- Familiarity with the National Digital Equity Center's (NDEC) catalog of classes, as well as its programs and services.
- Ability to assist with joining the NDEC Partner Onsite Class.
- Ability to teach individuals how to perform basic digital skills.
- Understanding of the nuances of applying to the FCC Affordable Connectivity Program and the ability to coach eligible individuals in choosing an ISP that will meet their connectivity needs.
- Professional training opportunities as it pertains to performance duties.
- Travel is required as a part of the position.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Resident of the Houlton Band of Maliseet Indian's community.
- The ability to guide and teach individuals to learn basic digital skills.
- A passion for breaking down the digital divide within their community
- Excellent communication skills, compassion, and patience.
- Ability to establish appropriate boundaries with clients.
- Maintain a courteous and professional manner
- Maintain high aesthetic and technical standards for work.
- Represent themselves and NDEC appropriately.
- Follow the NDEC code of conduct, mission, vision and purpose.
- Reliable transportation
- Ability to pass a DMV, DHHS, State and Federal background checks, and a urine drug screen.

Responsibility for Safety and Health:

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

Physical Requirements:

Physical Abilities

Bending	F	Sitting	F	<i>N (Not Applicable)</i>
Carrying	F	Standing	O	<i>O (Occasionally) up to 2 hours a day</i>
Driving	F	Talking	F	<i>F (Frequently) 2-6 hours a day</i>
Handling	O	Walking	O	<i>C (Constantly) over six hours a day</i>
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	F	50 lbs. or less	N	
Kneeling	O	<u>Push/Pull</u>		
Reaching	F	50 lbs. or less	O	

Application are available to download at our website maliseets.net, at the front desk of the Administration Building or by mail or email. If you would like an application or further information on the job description please contact the Human Resources Coordinator at 532-4273 or e-mail hr@maliseets.com.

If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.

Applications will be accepted until close of business on March 14th, 2024.

TO APPLY:

Submit an application to:
Houlton Band of Maliseet Indians
Attn: Jessica Huff
88 Bell Road
Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity Employer.