

**HOULTON BAND OF MALISEET INDIANS**  
**Job Description**  
**HOME SCHOOL LIAISON WORKER**

**Status:** Full time 40hrs/per week; Minimum of 32 hrs. per week during summer session. Summer is contingent upon funding.

**Immediate Supervisor:** Education Director

**Salary Scale-** **\$20.19-\$22.60**

**Role:** The Home School Liaison Worker will work in conjunction with the Local Schools, Parents, and Maliseet Education Department to ensure a positive learning environment and experience for the Maliseet Children. Position will run during the school year and will be active during the summer assisting the Boys and Girls Club to plan and continue academic lessons.

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**Position Responsibilities:**

1. Work with individual children and groups to perform case management and current documentation on file.
2. Interview children to determine the extent of the issues and concerns between the homes and school that may be effecting the child's education.
3. Work with children, parents, and school officials in facilitating a greater understanding between the groups, and enhance Maliseet children's ability to remain in school and perform successfully.
4. Assist school staff, administrators, and parents to foster good working relationships to help address Maliseet student has needs and concerns within the school setting.
5. Perform weekly visits to the local schools in order to ensure that Maliseet students are achieving their educational goals and assess any potential problems.
6. Attend Parent/Teacher conferences as requested by parents.
7. Uphold the integrity of the HBMI while maintaining high professional standards with regard to conduct and confidentiality.
8. Develop plans and schedules to create academic lessons and activities.

9. Collaborate with Boys and Girls Club to actively continue academic learning during the summer.
10. Establish a cohesive understanding of responsibilities and role when working alongside other programs with students and youth.
11. Complete all required HBMI trainings and necessary trainings for the Boys and Girls Club.
12. Perform any other tasks assigned by the Education Director.

**Minimum Qualifications:**

- High School Diploma or GED Certificate
- 2-year degree preferred or related experience working with children or in the education field
- Computer literacy in word processing software
- The ability to complete all necessary reports
- The ability to follow the directives of the immediate supervisor
- The ability to deal professionally with school personnel while not letting personal conflicts affect decision-making.
- The ability to work with limited supervision.
- Valid Maine Driver's license.
- Reliable transportation
- Successfully complete a criminal, DHHS background check, and FBI background check.
- Consent to and pass 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	O	Sitting	F	<i>N (Not Applicable)</i>
Carrying	O	Standing	O	<i>O (Occasionally) up to 2 hours a day</i>
Driving	O	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	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	50 lbs. or less	O	

Application are available for download at our web site [maliseets.net](http://maliseets.net), at the front desk of the Administration Building or have one mailed to you by contacting the HR Coordinator at 532-4273 or e-mail [hr@maliseets.com](mailto: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 January 27<sup>th</sup>, 2026**

**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.**