



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Aging Program Driver (Part-time)
SUPERVISOR: Aging & LTC Director
LOCATION: Aging and Long-Term Care Department
POST DATE: November 19, 2024
CLOSING DATE: December 3, 2024

General Description: The primary responsibility of this position is to provide reliable and courteous transportation services. Safely operating and maintaining assigned vehicles and to maintain vehicle records.

Qualifications: High School Diploma or equivalent is required. Must maintain a valid Wisconsin Driver's license, be insurable, and maintain a safe driving record.

Salary: \$15.00/hr.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

- A. TITLE OF POSITION:** Aging Program Driver (Part-time)
- B. DEPARTMENT:** Aging and Long-Term Care Department
- C. SUPERVISOR'S TITLE:** Aging and Long-Term Care Director
- D. DESCRIPTION OF DUTIES:** Primarily responsible for reliable and courteous transportation services. Safely operating and maintaining assigned vehicles and to maintain vehicle records. Specific responsibilities include but are not limited to the following:
1. Deliver home delivered meals per route sheet.
 2. Provide transportation for Elders to and from scheduled events.
 3. Assist Elders to and from the vehicle/building/event.
 4. Schedule regular maintenance appointments for vehicle.
 5. Maintain a safe, effective and pleasant environment for Elders.
 6. Maintain a clean vehicle.
 7. Keep accurate records of mileage, riders, meal counts, etc.
 8. All other duties as assigned.
- E. POSITION RELATIONSHIPS:**
1. **Internal:** Frequent contact with Elders.
 2. **External:** Frequent contact with the general public and vendors.
- F. SUPERVISORY RESPONSIBILITIES:** None
- G. SUPERVISION RECEIVED:** Daily supervision from Nutrition Site Manager.
- H. EDUCATION:** High School Diploma or equivalent is required.
- I. EXPERIENCE:** Must maintain a valid Wisconsin Driver's License, be insurable, and maintain a safe driving record.
- J. SKILLS:**
1. Must be able to attend safe driving courses sponsored by various organizations.
 2. Must be able to work irregular work schedule hours, including occasional weekends.
 3. Must receive CPR training certification.
 4. Must maintain confidentiality with program and Elder services.
 5. Must have a cooperative attitude and be able to work well with co-workers and Elders.
 6. Must be able to lift a minimum of 10 pounds with occasional need to lift heavier amounts.
 7. Must be able to properly learn how to operate lifts on handicap accessible vehicles.

