TRIBAL PERSONNEL DEPARTMENT



# JOB ANNOUNCEMENT-REPOST

Aging Program Driver (Part-time)

JOB TITLE: SUPERVISOR: LOCATION: POST DATE: CLOSING DATE:

Aging & LTC Director Aging and Long-Term Care Department June 10, 2024 Open until filled

**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 <u>notarized release of information</u> form by the deadline. Applications and detailed job descriptions can be located on our website <u>www.ldftribe.com</u> 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: <u>hr@ldftribe.com</u>

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.

- 8. Must be able to assist wheelchair bound Elders in all aspects of transport.
- 9. Report any concerns regarding Elders to Elder Site Manager or Aging Director.

### K. WORKING ENVIRONMENT:

- **1. Work Conditions:** . Working within a team-oriented environment which focuses on completing daily tasks in a timely manner.
- 2. Exposure to Hazards: May be exposed to hazardous road conditions and irregular work schedules. Will be exposed to ovens, slicers, steam table, which may pose hazards.
- **3. Physical Requirements:** Must be able to lift up to 60 lbs., bend, enter and exit a vehicle frequently.
- L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Aging Program Driver to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.
- M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

### N. SIGNATURES:

Employee	Date	Manager	Date
Previously signed		Previously signed	
Tribal Administrator	Date	Human Resources Director	Date