



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: LDF Senior Activities Driver (Part-Time)
SUPERVISOR: Aging and Long-term Care Director
LOCATION: Aging and Long Term Care Department
POST DATE: January 17, 2019
CLOSING DATE: January 31, 2019

General Description: This position is primarily responsible for 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 possess and maintain a valid Wisconsin Driver's License and maintain a safe driving record.

Salary: \$9.00 per hour/ Dependent upon qualifications. (29 hrs. week)

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 via 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: LDF Senior Driver (Part-Time)

B. DEPARTMENT: Aging and Long Term Care Department

C. SUPERVISOR'S TITLE: Aging LTC 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) Provide transportation for seniors to and from scheduled events.
- 2) Assist seniors to and from the vehicle/building/event.
- 3) Ensure all seniors are present prior to leaving the facility.
- 4) Maintain a safe effective and pleasant environment for seniors.
- 5) Maintain a clean vehicle.
- 6) All other duties as assigned.
- 7) Deliver home delivered meals per route sheet.
- 8) Record mileage on route sheets daily.
- 9) Record mileage on activity sheet for each activity.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with seniors
2. **External:** Contact with the general public

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Daily supervision and directive given by Aging and Long Term Care Director.

H. EDUCATION: High School Diploma or Equivalent is required.

I. EXPERIENCE: Must possess and maintain a valid Wisconsin Driver's License, 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 certification for CPR training.
4. Must provide confidentiality with program and senior services.
5. Must have a cooperative attitude and be able to work well with co-workers and seniors.
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 seniors in all aspects of transport.
9. Report any concerns about an Elder to Lead Cook, nutrition site manager and/or Elderly director.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Vehicle transportation. Most duties completed in an industrial size kitchen environment.
2. **Exposure to Hazards:** May be exposed to hazardous road conditions and irregular work schedule. Will be exposed to ovens, slicers, steam table, which may pose a hazard.
3. **Physical Requirements:** Must be able to lift up to 60 lbs., bend and sit frequently for long periods of time.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Senior Activities 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: 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. SIGNATURE:

Employee **Date**

Manager **Date**

HR Director **Date**