
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
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POSTED: June 6th, 2023 DEADLINE: June 20th, 2023

JOB DESCRIPTION

POSITION: Elder's Transport Driver

DEPARTMENT: Elder's Building

SUPERVISOR: Elder's Coordinator

LOCATION: Lac Vieux Desert, Watersmeet, MI

EMPLOYMENT: Part-Time

SALARY/PAY RATE: \$11.24 - \$14.06

DESCRIPTION:

Provide transportation to and from medical appointments or other transportation needs as directed by the Elder's Coordinator. Comply with the LVD transportation policy, provide transportation with Tribal GSA fleet vehicle and provide maintenance upon completion of each transport.

RESPONSIBILITIES:

- Responsible to provide reliable and safe transportation of Elders' to appointments.
- Responsible to deliver Elders' meals.
- Communicate effectively with Elder, Supervisor and Professional Staff.
- Maintain cultural sensitivity, respectful and be empathetic towards the Elders' needs.
- Individual must adhere to all motor safety laws.
- Coordinate schedule as provides by the Elder's Coordinator and report illness or request leave immediately to avoid interruption of service to the Elders'.

MINIMUM QUALIFICATIONS:

- High School Diploma or pursuing GED Certificate.
- Must have a Valid Driver's License, State Issued Chauffer's Driver License and adequate automobile insurance coverage.
- First Aid/CPR Certification within 90 days.
- Background Check.
- Adhere HIPPA Confidentiality Policy Laws
- Insurable under the LVD Tribal Fleet Management Policy.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Date Approved by the Tribal Council: April 19, 2017