
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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**JOB DESCRIPTION**

POSITION: Elder's Transport Driver
DEPARTMENT: Elder's Building
SUPERVISOR: Elder's Program Director
LOCATION: Lac Vieux Desert, Watersmeet, MI
EMPLOYMENT: Part-Time
SALARY/PAY RATE: \$14.00-\$17.00 per hour

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 for providing reliable and safe transportation of Elders to appointments.
- Treat all who enter the Gathering Place with dignity and respect.
- Maintain confidentiality of all those who visit or reside within the Gathering Place.
- Responsible for delivering Elders' meals as needed.
- Communicate effectively with Elder, Supervisor and Professional Staff.
- Maintain cultural sensitivity, respect and be empathetic towards the Elders' needs.
- Individuals must adhere to all motor safety laws and report any violations or accidents to the Program Director.
- Coordinate schedule as provided by the Elder's Director and report illness, or request leave immediately to avoid interruption of service to the Elders's Director.

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 as well as be insurable under the Tribe's fleet policy.
- First Aid/CPR Certification within 90 days.
- Must be able to lift 70 lbs., bend, twist, stand, walk, sit, and stand for extended periods of time.
- Must pass all pre-employment obligations including background check and drug screening.
- Adhere HIPPA Confidentiality Policy Laws
- All other job tasks and duties as assigned.

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 25, 2024