

KEWEENAW BAY INDIAN COMMUNITY

2018 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, JR.
RODNEY LOONSFOOT
ELIZABETH D. MAYO

ON-CALL VAN DRIVER

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Copy of High School Diploma or Equivalent
- If you are a KBIC Member, working towards obtaining your GED, you must provide verification.
- Copy of valid, unrestricted Michigan Driver's License
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
Phone: 906-353-6623
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: October 1, 2018

Closing Date: Open Continuous

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

KEWEENAW BAY INDIAN COMMUNITY

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WARREN C. SWARTZ, JR., President
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SU...R, Secretary
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DOREEN G. BLAKER, Treasurer

POSITION:

LOCATION:

Keweenaw Bay Tribal Center

16429 Beartown Road

Baraga, Michigan 49808

Phone (906) 353-6623

Fax (906) 353-7540

POSITION ANNOUNCEMENT

ON-CALL VAN DRIVER

Ojibwa Senior Citizens Center
Baraga, MI

ROBERT "R.D." CURTIS, JR.
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SUPERVISORY CONTROL:

Elderly Nutrition Director

SALARY:

Grade 3 (minimum starting wage = \$10.00/hour)

QUALIFICATIONS:

- Must have High School Diploma, GED, or Certificate of Completion.
 - This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.
 - This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).
- Must have valid, unrestricted Michigan Driver's License, and a good driving record.
- Must be at least 18 years of age.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans who do not have a bad conduct or dishonorable discharges (need DD214).

MANDATORY REQUIREMENT:

CPR Training

SUMMARY:

Transports Senior Citizens participating in Elderly Nutrition Program, and home-delivers meals prepared for home-bound Senior Citizens, by performing the following duties.

DUTIES AND RESPONSIBILITIES:

- Arrange and setup meals for home delivery.
- Delivers meals to elders of the tribe.
- Keep the van clean, washed and maintained on a regular basis.
- Check tires, oil, etc., daily.
- Assist cook when needed and check in with cook at end of shift.
- Other duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned that are of similar kind or level difficulty.

Distribution Date:

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Approved: 10.30.2017 Council wage adjustment: 10.25.2018

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