

KEWEENAW BAY INDIAN COMMUNITY

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

2017 TRIBAL COUNCIL

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

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
- OR**
- If you are a KBIC member working towards obtaining your GED, you must provide verification
 - Copy of valid, unrestricted state 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
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, MI 49908
Phone: 906-353-6623, ext. 4140 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: October 30, 2017

Closing Date: Open Continuous

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

ON-CALL VAN DRIVER

LOCATION:

Ojibwa Senior Citizens Center
Baraga, MI

SUPERVISORY CONTROL:

Elderly Nutrition Director

SALARY:

Grade 3 (minimum starting wage = \$9.80/hour)

SUMMARY:

Transports Senior Citizens participating in Elderly Nutrition Program and delivers meals prepared for home-bound seniors.

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 state Driver's License and be insurable to operate fleet vehicles.
- 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

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.

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