

# KEWEENAW BAY INDIAN COMMUNITY

## 2022 TRIBAL COUNCIL

KIM KLOPSTEIN, President  
SUSAN J. LAFERNIER, Vice President  
TONI J. MINTON, Secretary  
DON MESSER, Assistant Secretary  
RANDALL R. HAATAJA, Treasurer

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

DOREEN G. BLAKER  
ROBERT "R.D." CURTIS, JR.  
EDDY EDWARDS  
SUE ELLEN ELMBLAD  
ELIZABETH "LIZ" JULIO  
GARY F. LOONSFOOT, JR.  
RODNEY LOONSFOOT

## ON-CALL VAN DRIVER

On-call, Non-exempt position

**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
  - KBIC Driving Record check form
  - 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  
Beth Fish, 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](mailto:personnel@kbic-nsn.gov)

**Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.**

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**  
"Home of the Midnight Two-Step Championship"

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## POSITION ANNOUNCEMENT

### POSITION:

### **ON-CALL VAN DRIVER**

Non-exempt position

### LOCATION:

Ojibwa Senior Citizens Center  
Baraga, MI

### SUPERVISORY CONTROL:

Elderly Nutrition Director

### SALARY:

Grade 3 (minimum starting wage = \$12.00/hour)

### SUMMARY:

### QUALIFICATIONS:

Delivers meals prepared for home-bound seniors.

- Must have a High School Diploma, GED, or Certificate of Completion.
  - This qualification may be waived for individuals 55 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 sign KBIC Driving Record Check form.
- Must be at least 21 years of age.
- Must be able to lift 50 pounds unassisted.
- 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 bad conduct or dishonorable discharges (need DD214).

### MANDATORY REQUIREMENT:

CPR Training

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**DUTIES AND RESPONSIBILITIES:**

- Arrange and set up meals for home delivery.
- Delivers meals to elders of the tribe.
- Keep the van clean, washed, and maintained regularly.
- Check tires, oil, etc., daily.
- Assist cook when needed and check-in with the 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:** February 3, 2022

**Closing Date:** Open Continuous

TERO approved: Debra Picciano  
Reviewed for Barriers ONLY!  
Date: February 3rd, 2022