KEWEENAW BAY INDIAN COMMUNITY

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

2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President
TONY LOONSFOOT, Vice President
ELIZABETH "LIZ" JULIO, Secretary
TONI J. MINTON, Assistant Secretary
DALE F. GOODREAU, Treasurer

THEODORE "AUSTIN" AYRES
DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
SUE ELLEN "SUZIE" ELMBLAD
RODNEY LOONSFOOT
SAM LOONSFOOT
MATHEW SHALIFOE, JR.

VAN/DELIVERY DRIVER

One (1) Part-time, 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 Michigan driver's license
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of direct descent
- ☐ 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, ext. 4175 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

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

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POSITION ANNOUNCEMENT

POSITION: **VAN/DELIVERY DRIVER**
One (1) Part-time, non-exempt position

LOCATION: Ojibwa Senior Citizens Center
Baraga, MI

SUPERVISORY CONTROL: Elderly Nutrition Director

SALARY: Grade 3 (minimum starting wage = $15.00/hour)

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

QUALIFICATIONS:

- 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 possess a valid, unrestricted Michigan Driver's License; vehicle insurance; a good driving record; and be insurable to operate fleet vehicles.
- Must be able to lift at least 50 pounds
- Must work in all weather conditions to deliver meals to homebound elders of the community
- Must possess CPR certification or obtain it within 90 days.
- 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

DUTIES AND RESPONSIBILITIES:

1. Arrange and set up meals for home delivery.
2. May be needed to transport elders for events.
3. Delivers meals to elders of the tribe.
4. Keep the van clean, washed, and maintained regularly.
5. Check tires, oil, etc., daily.
6. Assist the cook when needed and check in with the cook at the end of the shift.
7. Other duties as assigned by the 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: November 24, 2026

Closing Date: December 10, 2026 at 4:00pm

TERO approved: Debra K Riccio
Reviewed for barriers only!
Date: 11/24/26