



## **Mi'kmaq Nation**

### **Position Description**

**Position Description Title:** Elders program Cleaner / cook/ driver

**Classification:** 20 to 29 hours /Part time permanent

**Immediate Supervisor:** Elder Program Coordinator

**Note:** The following includes data on essential job functions, as well physical mental, academic and experiential requirements. The description is meant to serve interviewers, applicants, and directors as reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility of the job. Some aspects of this position may change over time, according to the Tribe's needs.

**Summary of Position:** Cleaner/Cook's Assistant/Delivery/Driver will be responsible for nutritional meals served in the service area, taking elders to appointments, cleaning duties and tasks

**Education and Experience:** High school diploma or GED with experience in transportation safety, pursuit of training in program Policy, Defensive Driving.

**Experience:** 3-year experience in driving

**Licenses or Certification:** Valid Driver's License, clean drivers record.

**Skills /Knowledge/Abilities (SKA) Required:** Candidate must possess good written and oral communication skills, basic word processing and

computer skills must be self-motivated with the ability to adapt to changing working conditions.

Revised 7/3/2021

**Working Conditions:** Some office environment, mostly assisting in cooking, local transport of meals and clients, and will be required to Travel throughout Aroostook County. May be required to travel out service area and even out of state for training.

**Function /tasks:** Work with the elders program already in place to accomplish the following objectives

1. Serve community elders
2. Perform program reporting and tracking.
3. Help recruit elders into the program
4. Plan weekly meal, shop for meals, help cook
5. Report needs for any and all items needed to fill duties
6. Participate in appropriate trainings and meetings as required
7. Clean and maintain the kitchen and eating area
8. Any other duties as assigned by the Elder's Director
9. Maintain strict adherence to the confidentiality as defined
10. Maintain strict adherence to all ABM personal & Fiscal Policies and those of all funding sources.

This is a partial list of duties for a complete list of tasks please go to [Micmac-nsn.gov](http://Micmac-nsn.gov) to for complete job description. **The Closing date for the position is October 18<sup>th</sup>, 2021.** If you are interested in applying for this position you **must submit a completed job application; a completed application includes copies of certificates/licenses/degrees you have stated *that you have obtained in your application, along with a cover letter and a resume, 3 professional references from current or past employers (within 3 years).*** A complete Job Description and an Applications can be accessed online at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) under Job Opportunities or you can call Cheryl Smart at 764-1972 to have an application mailed.

An offer of employment will not be made without successful DHHS and State of Maine background checks. The successful candidate must also submit to an FBI fingerprint background check.

**Please send the completed Job Application to the following address or email:**

**Cheryl Smart**  
**Attn: Human Resource Assistant**  
**Mi'kmaq Nation**  
**7 Northern Road, Presque Isle, ME 04769**  
[csmart@micmac-nsn.gov](mailto:csmart@micmac-nsn.gov)

***The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity and Service Provider.***

Revised 7/3/202