



MI'KMAQ NATION JOB DESCRIPTION



TITLE: Transportation Driver

CLASSIFICATION: Full-Time

IMMEDIATE SUPERVISOR: TRAM Director

SALARY RANGE: \$16-\$18

NOTE: The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements. The description is meant to serve interviewers, applicants and directors as a 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: The van driver provides safe and efficient transportation for community members that need transportation to Tribal resources/services, events, appointments, treatment. The candidate is expected to comply with all organization policies and procedures as well as State licensing requirements that apply. Will complete pre and post vehicle checks to ensure vehicle cleanliness and functionality.

EDUCATION (OR EQUIVALENT EXPERIENCE): High School Diploma or equivalent, Valid Maine driver's License and must have a clean driving record. Candidate must be able to pass a criminal background check, and driving record check. Preference will be given to candidates with prior experience working with children and experience driving.

Responsibilities:

- Create a safe, diverse, and welcoming environment for Community Members.
- Coordinate with Micmac Health Department for patients' transportation needs.
- Make sure that community members are wearing their seat belt at all times
- Observe the speed limit and all road signs and signals during the task.
- Keep the van clean and gassed up at all times, daily safety inspections of van, record the number of miles traveled, and keep any receipts that are related to the trip
- Follow proper reporting procedures
- Communicate with TRAM director about maintenance issues with the van

- Maintain a current understanding of procedures if an accident should occur with the van, with or without members in the van
- Assist with monthly and quarterly reports based on passengers and miles
- Other duties as assigned by TRAM Director

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 stated in your application, a cover letter and a resume, *and* 3 professional references from current or past employers (within 3 years).

A complete Job Description and an Application can be accessed online at www.micmac-nsn.gov under Job Opportunities, or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

CLOSING DATE: June 12, 2024

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

Attn: Human Resource

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

bdiamond@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.