



## MI'KMAQ NATION Job Description

**TITLE:** Elders Program Cook/Driver

**CLASSIFICATION:** 20-40 hours /Part-time/full-time permanent

**IMMEDIATE SUPERVISOR:** Elder Program Director

**PAY RANGE:** \$ 15.00-\$ 17.32

**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:** Cook Driver will be responsible for nutritional meals served in the service area, taking elders to appointments, cleaning duties and tasks

**EDUCATION & EXPERIENCE:** High school diploma or GED with experience in transportation safety, pursuit of training in program Policy, Defensive Driving.

**LICENSES OR CERTIFICATIONS:** Valid Driver's License, clean drivers record. Serve Safe Food certification or ability to become certified.

**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.

**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.

**FUNCTIONS/TASKS:** Work with the elders program already in place to accomplish the following objectives

1. Serve community elders
2. Help recruit elders into the program
3. Assist in weekly meal planning , help shop for meals; cook..
4. Assist supervisor in meeting with Registered Dietician to meet the unique dietary needs of the elderly population while infusing the menu with culturally relevant foods as applicable.
5. Assist in serving and clean up after meals.

6. Janitorial services; cleaning bathrooms, keeping floors cleaned, washing dishes, keeping walkways free of snow.
7. Transport Tribal Elders by van to activities such as field trips to other reservations, participation in youth activities, classes in Micmac culture and language, periodic health screenings, health promotion classes, food bank and clothing services, including Part C-Medical appointments (for extremely frail or shut in elders).
8. Report needs for any and all items needed to fill duties
9. Participate in appropriate trainings and meetings as required
10. Clean and maintain the kitchen and eating area
11. Any other duties as assigned by the Elder's Director
12. Maintain strict adherence to the confidentiality as defined
13. Maintain strict adherence to all ABM personal & Fiscal Policies and those of all funding sources.

### EVALUATION

Feedback will be practiced on an on-going basis and the notes will be attached to your personnel file. Formal evaluations will be conducted on a semi-annual and annual basis, and are based on how one meets, exceeds, or fails at all those standards specified within this position description.

**NOTICE:** This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill. All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety of themselves or others.

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](http://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: December 6, 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](mailto:bdiamond@micmac-nsn.gov)

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

