



# MI'KMAQ NATION

## Job Description

**JOB TITLE:** Driver/ Assistant to Cook

**CLASSIFICATION:** Part-time (hourly/ non-exempt)

**IMMEDIATE SUPERVISOR:** Elder's Director

**SALARY RANGE:** \$15- \$18 per hour

**NOTE:** The following includes data on essential functions, as well as physical, mental, academic, and experiential requirements for the position defined herein. This Position Description serves interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility described herein. Some aspects of this Position Description may change over time, according to the Tribe's needs, and may not be rejected herein.

### **SUMMARY OF SCOPE OF WORK**

The position is responsible for transporting and assisting elders with shopping < needed, delivering meals, and maintaining the program's vehicles. When not driving, responsibilities include helping i.e. cook and performing the building janitorial duties.

### **EDUCATION/ EXPERIENCE**

High school diploma or GED with experience in transportation safety three (3) year experience working as a driver.

### **LICENSES OR CERTIFICATIONS**

Valid driver's license and clean driver record. Serve Safe Food certification or ability to become certified. CPR/first aid, past driver safety course within 6 months of employment.

### **SKILLS/ KNOWLEDGE/ ABILITIES REQUIRED**

- Ability to work with an elderly population
- Ability to check oil and maintain logs such as mileage sheet4ansportation of elders # of stops made per kip # elders on board
- Ability to drive in all weather, as well as long distances, day and night driving.
- Snow removal of vehicles as well as ramp and salt ramp as needed
- Must be able to lift 50 lbs.

### **WORKING CONDITIONS**

The job requires a mix of office work and physical labor, both inside and outdoors. It may also include exposure to periods of hot, cold, rain, or snow.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **DUTIES:**

1. The driver will help elders in and out of vehicles, carry bags for them if needed, and drop elders at leir doctor appointments and medication pick up, as well as provide rides to the Elder's center,
2. The driver is in charge of maintaining vehicles, such as oil changes, inspections, and registrations. Notify the director as these come up.

3. Keep all vehicles clean of garbage. Make sure the gas tank is filled; do not let it get past 1/4 tanks.
4. Maintain and fill out the vehicle inspection form and notify the director of any emergency issues, such as flat tires, cracked windshields, and lights out.
5. All other duties as assigned.
6. The driver will assist the cook in morning prep as directed by the cook.
7. Janitorial duties, sweeping and mopping, and taking out the trash. (Trash pick-up are Monday and Thursday)
8. Driver will deliver meals when they are packed up and ready.
9. Develop and implement a comprehensive maintenance plan that includes routine inspections, preventive maintenance, and repairs.
10. Driver may sometimes cover for the cook if the cook is out for the day.
11. Assist the Cook in carrying out duties to feed the elders, such as serving and keeping areas clean.
12. May be required to travel out of service area and even out of state for training
13. All other duties as assigned.

**NOTICE:** This Position Description does not imply that the responsibilities and tasks are the only responsibilities and tasks performed by this position. S/he will be required to follow any other instructions necessary to perform any job-related duties as required by his/her immediate supervisor.

The requirements stated herein are minimum levels of knowledge, skills, and/ or abilities to qualify for this position. To perform this position's scope of work, duties, and responsibilities successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skills. All employment decisions, including transfers and others, are based on meeting all requirements herein, on tribal need, the employee being in good standing (including the lack of disciplinary actions), 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 of significant risk to the health and safety of themselves and/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: January 31, 2025**

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

Mi'kmaq Nation  
Attn: Human Resource  
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.**