

NORTHERN CHEYENNE TRIBE
JOB ANNOUNCEMENT
ELDERLY

POSITION: Driver/Janitor

SALARY: DOE

DEPARTMENT: Elderly Program

SUPERVISOR: Director

CLASSIFICATION: Full-Time, Covered, non-exempt

OPENING DATE: November 10, 2022

CLOSING DATE: November 30, 2022 at 4PM

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lama Deer, Mt. 59043

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lama Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)

SUMMARY OF WORK: Deliver meals to homebound elders. Performs cleaning and general maintenance at the Shoulderblade Complex. Performs job duties in a manner which supports overall objectives of the Elderly Program.

JOB CHARACTERISTICS:

Nature of Work: This position performs duties driving in all weather conditions. Requires maintaining standards of sanitation.

Personal Contacts: Daily contact with other employees and the Elderly.

Supervision Received: Works independently with minimal supervision.

Essential Functions: Position requires ability to drive-in all-weather conditions and carry food in and out of vehicles and to elder homes. Must be able to sweep, mop and scrub. Must have ability to read, write and keep records accurately.

AREAS OF ACCOUNTABILITY AND PERFORMANCE:

Maintains a log in sheet of all deliveries.

Clean kitchen/dining area after meal times. This includes sweeping, mopping, and storing food properly.

Adheres to all applicable health, sanitation, and safety rules in performances of job.

Accepts responsibility to use own initiative to recognize and complete tasks as they arise.

Promotes and maintains confidentiality related to all Elderly Program clients and staff.

Attends staff meetings, in-service training, and workshops as may be required.

Performs other related duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires general knowledge of residents on the Northern Cheyenne Reservation.

Skills: This position requires the ability to maintain cleanliness of vehicles; interpret and carry out instructions; promote good public relations; conduct self in a professional manner on the job; communicate effectively working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- High School Diploma or equivalent.
- Current Montana Driver's License.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily on performance of the preceding requirements and duties. Example of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely records.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Must agree to and sign waiver for pre-employment drug testing.
- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.