

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT

Phone: (208) 478-3856/(208) 478-3857
(208) 478-3850/(208) 478-3750
Fax: (208) 478-3950

JOB DESCRIPTION

TITLE: PART-TIME VAN DRIVER (30 hours a week)
DEPARTMENT: ELDERLY NUTRITION PROGRAM
SALARY: \$11.11 G3/S1
OPENS: December 11, 2023
CLOSES: Until Filled
CAREER STATUS: **NON-EXEMPT** – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL PURPOSE:

The Part-Time Van Driver is part of the Elderly Nutrition Program that provides services for transportation, information/referral, outreach, Homemaker, in-home health aid, chore, family support, visiting, assists in preparing, and delivering meals to the home bound for the Shoshone Bannock Tribes Elderly Nutrition Program. The Part-Time Van Driver is limited to 30 hours per week.

SUPERVISOR:

The Part-time Van Driver is under the direct supervision and evaluated by the Nutrition Director.

DUTIES AND RESPONSIBILITIES:

Follows the chain of command as shown on the Nutrition Program organization chart.

Transports elderly participants to and from home to the meal site. Transportation may be for business or recreational purposes.

Provides shopping assistance for elderly participants.

Obeys all traffic laws, with particular regard for the safety of the passengers, will assist each elderly person on and off the van.

PART-TIME VAN DRIVER

Approved 7/26/23 DA3296

Exercises patience, tolerance, tact, helpfulness and cooperation at all times in dealing with participants, guests and coworkers and will maintain a good working relationship with other employees or groups.

Help prepare home delivery meals and deliver to home bound clients.

Is responsible for the maintenance of vehicle assigned and will notify Director if vehicle needs major service. Maintains a daily log for the vehicle, recording mileage, fuel or equipment purchased and keeps the vehicle clean. A vehicle report must be submitted the first day of every month.

Observes the physical status of participants and determine if there is a need for medical assistance and refer information to the director or appropriate department.

Driver will run errands and assist with transporting supplies.

Will provide household chores such as heavy cleaning, yard and walk maintenance, which the older person(s) is unable to perform on his/her own and which do not require the services of a trained homemaker or other specialist.

Provides information/assistance services about available public and voluntary services/resources and linkage to ensure the service will be delivered to the clients.

Will provide outreach intervention and information/referral services to identify clients and to encourage the use of existing services and benefits.

Must maintain strict confidentiality of all information processed through the department including records, reports, documents, conversation, etc. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

Driver will help with basic upkeep and management of the home, laundry, essential shopping, and errands as needed by the elderly clients. (Homemaker Service).

Will provide visits to clients for comfort or assistance.

Driver will assist kitchen personnel with serving, cleaning kitchen or dining area as needed.

Must record temperature of home-delivered meals daily and will wash and clean home delivery bags.

Maintains a neat and clean appearance and must wear a hair net or other approved covering while preparing meals.

Driver will maintain health and safety standards at all times.

Driver must obtain a physical exam within 90-day probationary period and a doctor's statement stating that they are free from communicable diseases and every two years thereafter.

The route sheet on service documentation must be submitted on a daily basis and a monthly report at the first work day of every month.

Will attend trainings, workshops, or conferences in state and out of state as assigned

Will participate in bingo games by calling bingo numbers and collecting money.

Must be able to make announcements using a microphone to an audience for program and community activities.

Will read, write and follow oral and written instructions with good communication skills.

Driver will perform other job-related duties as assigned.

QUALIFICATIONS:

(Grade 3):

Must have a valid Idaho driver's license and be insurable.

Must have a high school diploma or GED.

Must be familiar with the districts of the Fort Hall Indian Reservation.

Must have or become certified in the Food Safety and Sanitation Course, CPR, and First Aid within the 90-day probationary period.

Must be in good health and able to do heavy lifting. Driver must be physically capable to get in and out of high van and able to do all driving requirements.

A physical health status must be completed within the 90-day probation period and documented every two (2) years thereafter.

Must have computer skills.

Must pass an alcohol and drug test.

Must be able to read, write and follow oral and written instructions with good communication skills. Previous employment should demonstrate positive working history, be trustworthy and honest.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Telephone calls are not accepted in place of an employment application or letter of interest.

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.