

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-234 **Issue Date:** 12-21-15 **Closing Date:** 01-06-16

Van Driver/Custodian
Area Agency on Aging (AAoA)
Department of Human Services
Hourly Wage: \$9.86/Regular/Full-Time
(Position is contingent upon funding)

Van Driver: Incumbent is responsible for transporting senior citizens to and from AAoA Title-VI Program meal site and assist with duties associated with meal preparation or assisting with serving seniors at meal site. Responsible for transporting senior citizens to Toppenish AAoA for special events or medical appointments as needed. **Custodian:** In addition, is responsible to maintain care, cleaning and routine maintenance of the Georgeville Office, lawn and parking area. Work may require the use of power tools and equipment. The person stationed at Georgeville, WA must be able to work independently to coordinate time and duties.

Examples of Work Performed:

- Ability to work outdoors for extended periods, under unfavorable weather conditions as necessary.
- Ability to maintain confidentiality.
- Ability to understand and execute oral and written instructions and maintain transportation records for monthly reports.
- Ability to communicate with others to convey program information effectively.
- Ability to perform day-to-day functions to ensure vehicles are operational and safe.
- Ability to establish and maintain working relationships with co-workers, elderly clients and others encountered while performing work duties.
- Ability to perform tasks requiring physical strength, agility and dexterity.
- Knowledge of Native American culturally and traditionally and ability to work well with elderly clients.
- Knowledge in basic vehicle and lawn equipment maintenance.
- Ability to learn methods, equipment, tasks associated with care and maintenance of buildings and surrounding premises.
- Ability to maintain physical strength and agility sufficient to perform duties required
- Ability to work independently productively and be self-motivated
- Ability to accept constructive criticism relative to performance, quality and quantity of work and timely completions of work assignments.
- Knowledge of standard cleaning practices.

General Recruiting Indicators:

- Must be physically capable of doing manual labor.
- Must possess valid Washington State driver license with the ability to acquire a Yakama Nation Driving Permit.
- Must pass Washington State Criminal Background check.
- Required to pass a Pre-employment drug and alcohol test.
- Must possess a current Food Handlers Card or obtain one within 30 days of hire.
- Must be able to travel to meetings and trainings.
- Enrolled Yakama Preference.