

# Sisseton Wahpeton Oyate

## Job Description

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**Job Title:** Van Driver/Janitor

**Work Site:** Elderly Nutrition Program (Ulysses U.K. Abraham Center)

**Reports to:** Manager, SWO Elderly Nutrition Program

**Purpose of Position:**

To deliver meals to homebound and fragile elders Monday through Friday of each week and to provide transportation to elders in need of a ride. In addition, the position entails the cleaning of the center to ensure a safe and healthy environment is provided to elders who participate in congregate meals at the center.

**Responsibilities:**

1. Responsible to assist in preparing trays with appropriate food serving for home delivered meals.
2. Follow scheduled routes to deliver meals to homebound or fragile elders residing in specific areas of the reservation who are participating in the program.
3. Must assist fragile elder passengers to get on and off van and provide comfort by regulating radio.
4. Must immediately report any concerns or issues the elder may be experiencing in the home.
5. Responsible to report any accidents, delays and other problems regarding transportation services. Must be able to change a van tire in an emergency.
6. Must keep accurate daily logs that record the following: Number of elders receiving home delivered meals; number of miles driven; number of riders; services provided such as shopping assistance and any referrals or advocacy services provided to elder.
7. Responsible to turn in daily logs to the Head Van Driver/Maintenance worker at the end of each month.
8. Each day must inspect van and check oil, gas and water and make sure the vans are cleaned on completion of schedule route. Use own discretion on van services needed.
9. Responsible to clean kitchen, bathrooms and eating area each day. This includes sweeping, mopping, vacuum rugs, clean sinks, toilet stools and empty garbage accumulated and place in dumpster.
10. Other duties assigned by Head Van Driver/Maintenance Worker and the Program Manager.

**Program Administration:**

1. Under the overall supervision of the Manager of the Elderly Nutrition Program.
2. The Head Van Driver/Maintenance Worker provides direction in the areas of tracking responsibilities, vehicle maintenance and ordering of cleaning supplies.
3. The Personnel Policies and Procedures of the Sisseton Wahpeton Oyate are the administrative guidelines used by the Program Manager for all employee actions.
4. Must adhere to the policies and procedures of the Elderly Nutrition Program; **however the Sisseton Wahpeton Oyate Policies and Procedures supersede those of the program.**

**Working Conditions:**

1. The workplace is the Elderly Nutrition center (Ulysses U.K. Abraham) located in Agency Village.
2. The centers are kept in a clean and sanitary condition to provide a pleasant working atmosphere.

**Qualifications:**

1. Must have a high school diploma or GED.
2. Must have a valid South Dakota Driver's License and vehicle insurance.
3. Must enjoy working with people, especially with the elders of our Tribe.
4. Familiar with Indian elders and ability to relate to all elders, staff and others in the community in a respectful, courteous manner.

Revised 10/28/14 (2 positions)

Approved by Crystal Owen Date 6.14.16