

Sisseton-Wahpeton Oyate

Job Description

Job Title: Driver / Elder Task Assistant, Full-Time

Reports To: Tribal Elderly Nutrition Program Director

Purpose of Position:

To assist our participants, keep a clean and safe healthy environment to elders who participate in our home delivered meals program. Assist elders in general cleaning, laundry, grocery shopping, and/or help with medical appointments.

Responsibilities:

1. Assists elders that seek assistance in completing daily tasks/chores.
2. Help deliver medical information to elders.
3. Help/chaperone elder to their medical appointment when necessary.
4. Help clean and sanitize the elder's home...One Hour Per Elder.
5. Assist in meal delivery when needed.
6. Other duties assigned by Program Director.

Program Administration:

1. Under the supervision of the Director of the SWO Elderly Nutrition Program.
2. The Personnel Policies and Procedures of the Sisseton-Wahpeton Oyate are the administrative guidelines used by the Program Director for all employee actions.
3. Must adhere to the policies and procedures of the Elder Nutrition program; however, the Sisseton-Wahpeton Oyate Policies and Procedures supersede those of the program.

Working Conditions:

1. The workplace is the Elder Nutrition Center (Ulysses U.K. Abraham) located in Agency Village.
2. The center provides a clean and sanitary workplace.
3. Work hours are 8 hours per day Mon-Fri, 8:00am – 4:30pm or until finished. Not to exceed 40 hours per week.

Qualifications:

1. Must have a high school diploma or GED.
2. Must have experience working with elders.
3. Must enjoy working with people, especially elders of our Tribe.
4. Must be able to relate to elders of our community and a willingness to learn & take direction.
5. Must be able to lift 50lbs. in some cases, possible multiple times per day.
6. Must be able to sweep, mop, and vacuum, general cleaning of a home in the allotted time.
7. Must be able to ascend and descend a flight of stairs multiple times.
8. Must have a valid Driver's license and Tribal Driver's license.

Approved



Date

7/21/20