

# Sisseton-Wahpeton Oyate

## Job Description

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**Job Title:** Van Driver

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

**Reports to:** Program Director, 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 servings for home delivered meals, also must be able to load the meals for the appropriate route.
2. Follows 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 by filling out report and submit to the Program Director.
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; numbers of miles driven; number of riders.
7. Responsible to turn in daily logs to the Program Director at the end of each month with total counts of meals delivered and miles driven
8. Each day must inspect vehicle for damage or cleanliness upon completion of schedule route. Vehicle are to be kept sanitary.
9. Other duties assigned by Program Manager.

### **Program Administration:**

1. Under the overall supervision of the Manager of the Elderly Nutrition Program.

2. The Head Van Driver/Maintenance will be responsible for vehicle maintenance and the 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 center is kept in a clean and sanitary condition.

**Qualifications:**

1. Must have a high school diploma or GED.
2. Must have a valid SD driver's license and vehicle insurance.
3. Must be able to enter and exit the vehicle repeatedly throughout the day.
4. Must be able to ascend and descend a stairwell.
5. Must be able to pass a physical pertaining to this job description when required.
6. Requires experience in winter driving conditions and is responsible for checking road conditions before starting delivery route.
7. Must enjoy working with people, especially the elders of our Tribe.
8. Familiar with our Indian elders and ability to relate to all elders, staff and others in the community in a respectful, courteous manner.

Revised 06/23/2021

Approved by Morgan Thompson Date 9/17/2021