



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
britneyr@spiritlekenation.com

Job Title:	Senior Service Driver	Open Date:	March 20, 2024
SL Program:	Senior Service Program	Closed Date:	March 27, 2024

Job Responsibilities:

- Assist with packaging and loading of the meals to deliver to the assigned residences within the four (4) districts.
- Deliver meals as scheduled and defined by the Director. Notify the Director of any participant changes and/or updates to the meal list(s).
- Provide weekly meal delivery checklist(s) to the Director.
- Ensure delivery vehicle is adequately fueled and clean.
- Responsible for general maintenance, repairs, and oil changes. Report all maintenance and repair requirements to the Director.
- Maintain a log of general maintenance and repairs to delivery vehicle.
- Document and report any/all accidents immediately to the Director.
- Treat all meal recipients with courtesy and respect.
- Communicates and works effectively with other staff members.
- Maintain confidentiality about the program, meal participants and families/caregivers.
- Must be able to lift 50lbs.
- Work schedule is Monday-Friday: 8:00am – 1:30pm.
- Attend meetings and training as required by Spirit Lake Senior Services program.
- Other duties as assigned by the Director of Senior Services.

Qualifications:

- High school diploma or GED. Preferred experience in working with the elders of the Spirit Lake Tribe.
- Must possess and maintain a valid Class D driver's license and be insurable under the Spirit Lake Tribe's driving policy.
- Must submit to a pre-employment drug test and will be subject to random drug testing.
- Must submit to a background check.
- Must be able to work independently.
- Must be able to lift 50lbs.

Job Location:	Spirit Lake Senior Service Office	Company Industry:	Spirit Lake Tribe
Job Role:	Driver	Closing Date:	March 27, 2024
Employment Status:	Part- time (25 hrs./wk.)	Supervision	Director of Spirit Lake Senior Services
Grade:	9	Manages Others:	No
Number of Vacancies:	1	Other:	Exempt
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	mkeo@spiritlakenation.com or britneyr@spiritlakenation.com
Address:	P.O. Box 359	State	North Dakota
City:	Fort Totten, ND 58335	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		