

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH11721882
POSITION NO: 233583
POSITION TITLE: _____

DATE POSTED: 10/05/21
CLOSING DATE: 10/18/2021 by 5pm

DEPARTMENT NAME / WORKSITE: Division of Aging & Long Term Care Support - Baca, NM
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BQ57A
WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 25,513.12 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 12.09 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Performs routine transportation services to specific locations to the elderly clientele, assists clientele in boarding passenger vans, pick up and delivers materials and supplies to designated offices and businesses. Assists in preparing, serving and delivering meals to the homes of clientele; while maintaining food temperature logs, assists in preparing clientele intake forms (ASCAP), the standard short form and referrals, and plans & coordinates elderly recreational, social, and educational field trip transportation. Obtains accurate units/data for home delivered meals; must keep daily records of routine vehicle mileages, inspections, maintenance & fuel purchases and provide to Supervisor monthly. Daily vehicle safety inspections for current fire safety & fire extinguisher, 1st Aid Kits and Emergency Prep Kits are required. Must comply with all applicable traffic laws, program policies & procedures, while maintaining & ensuring the safety & comfort of elderly passengers in a clean passenger van.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- One (1) year of experience in driving a van, delivery van or light truck. Must have a clean driving record for the past five (5) years; or an equivalent combination of education and experience.

Special Requirements:

- Pass a physical examination.
- Possess a valid state driver's license.
- A favorable background investigation. Incumbent must obtain a Navajo Nation Vehicle Operator's Permit and a Cardiopulmonary Resuscitation (CPR) Certificate within 90 days of date of hire. Some positions require additional certifications to be obtained within 90 days of date of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of operation and preventative maintenance on a passenger van, delivery van and/or light trucks; knowledge of federal, state, and local traffic rules and regulations; knowledge of occupational safety and health rules and regulations; knowledge of transporting elderly clientele; knowledge of customer service and good public relations practices; knowledge of geographical areas and map reading. Knowledge and ability to understand, interpret, and converse in the Navajo language with fluency. Must maintain records, reports and logs; must be willing to attend trainings, meetings with program on & off the reservation. Skills in safely operating and transporting passengers. Must be able to safely and accurately pick up and deliver a variety of goods, materials, and supplies; skill in utilizing good customer service techniques when responding to inquiries, requests and complaints. Ability to compile statistical units/data on computers; ability to follow oral and written instructions; ability to take leadership role in special assignments.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.