

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH1198328

Date Posted: 12/02/13

POSITION NO: 233572

Closing Date: 12/13/13

CLASS CODE: 4144

POSITION TITLE: Driver

DEPARTMENT NAME: Navajo Area Agency on Aging/Senior Citizen Center Program

DEPARTMENT NO: 119 WORKSITE LOCATION: Hogback, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: Y57A

Days: Monday - Friday Permanent: SALARY:

Hours: 8:00 am - 4:00 pm Temporary: Duration: \$ 21,486.40 Per Annum

Part-Time: No. of Hrs/Wk: \$ 10.36 Per Hour

DUTIES AND RESPONSIBILITIES:

Primary responsibility is to assist the elderly in boarding and departing from the Senior Center van. Assist the Cook to prepare hot meals in a special container for the home bound clients. Maintain vehicle in good sound and operating condition. Minor maintenance of the building. Inspect the Senior Center van on a daily basis, maintain ridership and mileage log of the vehicle. Submit required reports to the Senior Center Supervisor. Other assigned duties.

QUALIFICATION REQUIREMENTS:

Education and Training:

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.

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

Special Knowledge, Skills and Abilities:

Bilingual and must be able to work under extreme pressure. Must be able to work overtime and on weekends. Must be able to read and write for minimal recording, requirements, speak the Navajo language fluently. Must be able to lift heavy bulk objects.

License/Certification Requirements:

Must possess a valid state driver's license. Within 90 days of date of hire must obtain a Navajo Nation Vehicle Operator's Permit, a Cardiopulmonary Resuscitation (CPR) Certificate. Must pass a physical examination. Some positions require additional certifications to be obtained within 90 days of date of hire. **Position requires Background Check and Suitability Assessment prior to employment.**

Physical Requirements and Work Environments:

Work requires lifting, moving carrying and transporting supplies weighing up to 25 pounds and assisting elders and disabled clients into and out of transport vehicle.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99