



## POSITION DESCRIPTION

**Job Title:** CIMC Elder's Program Driver  
**Reports To:** Executive Administrative Assistant  
**Supervises:** None  
**Salary Range:** MIT Grade 3, Step 2, non-exempt

### Position Summary:

Under the supervision of the Executive Administrative Assistant, to be responsible for delivering Shelf Staples to the Elders in the Tri-County area as assigned. The position requires 4 hour per week work schedule. Responsible for providing information and assistance services to elders or other supportive services.

### Specific Responsibilities:

1. Prepare and deliver shelf staples bags to elders participating in the program
2. Maintain travel log of scheduled trips and clean vehicle after each trip.
3. Gather information and provide information and assistance to elders or other supportive services.
4. Perform other duties as requested by assigned Site Personnel.

### Qualifications:

1. Any combination of related work experience and education demonstrating the knowledge and abilities equivalent to one (1) year.
2. Knowledge of traffic regulations; knowledge of driver safety techniques. Ability to maintain records and prepare reports; ability to operate motor vehicle; ability to communicate effectively and perform scheduled travel.
3. Experience working with Native American communities desirable.

### Other Requirements

1. Must be eligible for coverage under the Tribe's vehicle insurance policy. Must possess a valid California driver's license, provide a current DMV printout, and be willing to travel locally, regionally, statewide and/or out-of-state, as necessary, during or after regular working hours.
2. Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.
3. This work involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 20 lbs.
4. Must be able to satisfactorily complete a background check, fingerprint live scan, and pre-employment physical, if applicable.
5. Must be able to satisfactorily pass a pre-employment drug/alcohol/substances test pursuant to the Drug-Free Workplace Act of 1988.