



13878 W North Agency Rd
Stone Lake, WI 54876

Job Announcement

Job Title: Elder Services Driver – Part Time
(20 hours per week)
Department: Elder Services
Reports to: Elder Services Director
Pay Range: \$10.00 per hour
Opening Date: October 12, 2018
Closing Date: October 26, 2018

Basic purpose or function: This position serves as an additional service to tribal community elders and disabled adults, to provide non-medical transportation. Driving services include door-to-door service to participate in the daily lunches at the Elder Center; attend community functions; shopping, errands and cultural trips. Occasional trips will include evenings, overnight and weekends as events dictate.

Job Responsibilities:

- Present a positive “Customer Service” attitude toward guests and fellow Team Members at all times
- Abides by Tribal Administration Policies & Procedures and Elder Services departmental transportation policies and procedures
- Completes tasks such as ‘day prior’ appointment set up requirements
- Demonstrated ability to move and secure wheelchairs using the lift equipment on the bus
- Assist passengers getting into and out of the vehicles and assist with bags (bags within 25 lbs limit)
- Provides outreach to community elders regarding transportation schedules
- Anticipates and confirms trip schedule requirements and lodging reservations with the manager
- Maintains schedule of vehicle maintenance, checks and maintain vehicle fluids and fuel at regular intervals, conducts pre-inspection of bus prior to use, maintains cleanliness of transportation program vehicles
- Responsible for transportation reporting, including names of passengers
- Works in the Elder Services area assisting with activities when not transporting.
- Assists with other duties assigned by Elder Services Director or Nutrition Manager

Minimum Qualifications:

- Must be 18 years of age or older
- Must possess and maintain valid WI driver’s license (CDL not required) and be in good standing with DOT
- Ability to pass background check (s)
- Must pass a pre-employment drug screen and any random drug screens thereafter
- Must possess WI Driver’s insurance and submit current proof of driver’s insurance to Human Resources
- Work as part of the Elder Services team and be dependable
- Present a neat, clean, and professional appearance when on duty
- Must be able to work a flexible schedule (including weekends and holidays)
- Possess strong communication and interpersonal skills, exhibiting politeness and courtesy at all times
- Prior experience driving a multi-passenger bus is desired

Application Procedure:

Submit completed LCO Employment Application and three (3) letters of professional reference. **Tribal Member applicants must submit a signed official document from a federally recognized Tribe acknowledging enrollment.**

APPLY IN PERSON AT:

Lac Courte Oreilles Tribal Administration Building
ATTN: Holly Trepanier, Human Resources Director
13394 W Trepania Road
Hayward, WI 54843
Phone: (715)634-8934

Tribal Preference Applies per Lac Courte Oreilles Governmental Personnel Policies and Procedures Manual.