



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Driver/Outreach Worker

DEPARTMENT: Maintenance & Field Support Staff

LOCATION: Senior Nutrition Building – Tribal Complex

REPORTS TO: Administration on Aging Programs Director

JOB SUMMARY:

Driver/Outreach Worker is responsible for the completion of activities associated with Administration on Aging Programs grant's objectives and deliverables. Makes arrangements and provides transportation services to the elderly and provides resource information and referrals to clients.

CORE DUTIES AND RESPONSIBILITIES:

1. Primarily responsible for the transportation of clients to and from the Senior Nutrition Center, inclusive of assisting clients with their daily errands.
2. Provides timely delivery of non-congregate meals to the elderly under the program.
3. Communicates and offers guidance to the elderly by providing resource information and referrals.
4. Assists the Head Cook in serving the daily meals, cleaning the cooking area, and washing dishes, when needed.
5. Provides Director with relevant material necessary for reporting and record keeping requirements.
6. Keep education and outreach materials current and well stocked in all office and kitchen area.
7. Primarily responsible for the daily upkeep and maintenance of the Kitchen and Dining areas located in the Wichita Senior Nutrition Center, responsibilities are critical and are to:
 - (a) Remove all debris and objects from cooking and dining areas.
 - (b) Sweep and mop floors in cooking and dining areas.
 - (c) Ensure all tables and chairs are clean and set up for congregate meals.

8. Assist with the daily upkeep of the Men's and Women's restrooms located in the Wichita Senior Nutrition Center, responsibilities are to be performed each morning:
 - (a) Perform a daily check of the restrooms to ensure cleanliness.
 - (b) Ensure the paper products are fully stocked.
 - (c) Ensure all debris is removed from the floor.
 - (d) Report any issues to the Maintenance Department, such as leaks, broken equipment, etc.
9. Performs other duties relating to position as assigned.

EDUCATION AND EXPERIENCE:

1. Possess a High School Diploma or GED.
2. Must have a minimum of one (1) year actual work experience in providing transportation.
3. Have a minimum of one (1) year actual work experience in elder services or related field.
4. Be willing to follow the Senior Nutrition Food Program Guidelines. Have the ability to interpret and follow program guidelines relating to the Administration on Aging and related programs.
5. Be computer literate and able to operate software for letter processing and spreadsheets.
6. Must have communication skills, both oral and written, to interact with staff, elders, officials, and other individuals regarding program matters.
7. Proven ability to work well with the elderly, handicapped, and Indian families, and must have positive interaction skills.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment, but will be exposed to wet and/or humid conditions, high temperatures, and other outside weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of kitchen appliances and vehicles ranging from a sedan to a bus. The employee must frequently lift, carry, and move more than 25 pounds.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver's License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program. Indian Preference applies.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

TRIBAL ADMINISTRATOR

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.