



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. Due to COVID-19, virtual outreach to elders must be increased versus in-person outreach.
10. Due to COVID-19, driving to conduct meal deliveries and educational material deliveries has increased.
11. 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:

