



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Driver/Outreach Worker (Temporary)

DEPARTMENT: Maintenance & Field Support Staff

LOCATION: Senior Nutrition Building – Tribal Complex

SALARY: Minimum: \$13.00 Midpoint: \$13.53 Maximum: \$17.23

GRADE: MFS – 3

REPORTS TO: Administration on Aging Programs Director

JOB SUMMARY:

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

CORE DUTIES AND RESPONSIBILITIES:

1. Assists participants with entering and exiting the vehicle and safely securing mobility aids, groceries, or personal belongings.
2. Conducts required vehicle inspections and maintains accurate mileage, fuel, maintenance, and transportation records.
3. Ensures vehicles are clean, fueled, properly maintained, and ready for daily operation.
4. Follows all traffic laws, safety procedures, confidentiality requirements, and AOA Program policies.
5. Provides outreach to eligible elders and community members regarding available AOA services, resources, and activities.
6. Conducts wellness checks and makes approved home visits or telephone contacts with program participants.

7. Distributes program information, notices, meals, supplies, or other approved materials.
8. Maintains accurate records of transportation services, outreach contacts, referrals, and participant need.
9. Reports participant safety concerns, suspected abuse or neglect, medical concerns, vehicle problems, or service needs to the appropriate supervisor.
10. Communicates respectfully and professionally with elders, families, coworkers, healthcare providers, and community organizations.
11. Protects participant privacy and maintains confidentiality of all personal and program information.
12. Assists with AOA events, activities, meal services, and other program operations as assigned.
13. Performs other job-related duties necessary to support the goals and daily operations of the AOA Program.

SPECIFIC PROGRAM DUTIES:

1. Transports 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. Keeps education and outreach materials current and well stocked in all office and kitchen areas.
7. Ensures that the daily upkeep and maintenance of the Kitchen and Dining areas located in the Wichita Senior Nutrition Center are critical and are to:
 - Remove all debris and objects from cooking and dining areas.
 - Sweep and mop floors in cooking and dining areas.
 - Ensure all tables and chairs are clean and set up for congregate meals.
8. Assists 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:
 - Performs a daily check of the restrooms to ensure cleanliness.

- Ensures the paper products are fully stocked.
 - Ensures all debris is removed from the floor.
 - Reports any issues to the Maintenance Department, such as leaks, broken equipment, etc.
9. Performs other duties relating to the position as assigned.

EDUCATION AND EXPERIENCE:

1. **Minimum:** High School or GED AND a minimum of 3 years' experience in a management capacity with demonstrated experience serving in a high-level managerial or supervisory capacity, and/or a combination of education, training, and experience equal to 3 years can be substituted, which must be documented.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledgeable in Microsoft Word, Excel, and PowerPoint databases.
2. Knowledgeable and skilled in correct spelling, grammar, and administrative office procedures.
3. Knowledgeable of all types of general office equipment, i.e., copiers, calculators, postage meters, and fax machines.
4. Skills to read, analyze, and interpret documents and write routine reports and correspondence.
5. Skills in communication, both oral and written, to interact with departmental staff, clients, officials, funding agencies, and other individuals regarding program and client matters.
6. Ability to organize and maintain clear and concise records.
7. Ability to be a self-starter and be able to work with a minimum amount of supervision.
8. Ability to maintain the highest level of confidentiality and professionalism at all times.
9. Ability to operate software for letter processing and spreadsheets.
10. Ability to read computer screens and printed documents.

WORK ENVIRONMENT:

Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between campus buildings and to other off-site departments. Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among other personnel and/or employees.

PHYSICAL DEMANDS:

Physical ability to work in an office setting and operate office equipment. See in the normal visual range with or without correction; must be able to read computer screens and printed documents. While performing the duties of this job, the employee is regularly required to stand, sit, and use hands and fingers

to operate office equipment. Light to moderate lifting is required.

SPECIAL REQUIREMENTS:

Possess a valid Oklahoma Driver's License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding the program. The Wichita and Affiliated Tribes hiring preference policy 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.