



Job Position: Transportation Driver	Status: Full-Time/Non-Exempt
Division: Social Services	Salary: Depending on Experience
Posting Date: October 18, 2021	Closing Date: November 1, 2021

Job Description

Summary:

The Transportation Driver is responsible for transportation services for Tunica Biloxi tribal elders and tribal citizens. The Transportation Driver will provide safe and secure transport to citizens in need of non-emergency medical attention and pick up services.

Essential Duties and Responsibilities

- Provide transportation of tribal elders and tribal citizens to medical appointments
- Provide transportation for tribal elders to routine errands for daily care activities, ex., grocery shopping, medicine pickup, etc.
- Provide transportation services for other Tribal government departments as needed
- Coordinate work schedule with Transportation Coordinator to ensure timely transport service.
- Required to work on an as needed basis, irregular work hours
- Coordinate regular maintenance, inspections and emergency vehicle repairs with the Transportation Coordinator.
- Create a tracking of transportation services to record activities on travel.
- Submit supply orders to the Social Service Coordinator.
- Provide support with tribal Social Service program activities and events.
- Complete all other duties as assigned by Transportation or Social Services Director

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Proven ability to operate a vehicle for long periods of time; early morning and evening hours.
- Ability to function within a schedule to ensure to provide timely services.
- Proven ability to maintain cooperative working relationships within the workplace and with the citizens.
- Proven ability to communicate and resolve conflict, including demonstrated pattern of communication that minimize conflict.
- Highly detail oriented, energetic and self-motivated individual.



Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must possess effective communication skills, excellent writing skills, outstanding phone etiquette, and excellent interpersonal skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- High School diploma or GED is required
- Previous transportation experience required

Certificates and Licenses:

- Must possess a valid state driver’s license with no infractions within the last 2 years.
- CPR certification is a plus
- Candidates must successfully pass a criminal background check.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand; walk; sit for extended period of time. Use hands to manipulate, handle, or deliver packages of materials weighing 10 pounds or less; reach within arm’s length.

This duties and responsibilities listed are not an exhaustive list of all duties and responsibilities associated with the job. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

**PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.
Proof of tribal citizenship is required to be deemed preference eligible.**

Disclaimer:

The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment relationship.



Selection Process:

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants demonstrating the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Tribal employment application** that is complete and provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE). Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES

To apply for this position, interested candidates must submit their completed application, or cover letter and resume on or before the closing date to:

Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources
P.O. Box 1589
Marksville, La. 71351
HR@tunica.org

