



## Picayune Rancheria of the Chukchansi Indians

*P.O. Box 2226  
Oakhurst, CA. 93644  
(559) 412-5590*

---

---

### **POSITION DESCRIPTION – Elder’s Program Driver**

---

---

**Reports To:** Elder’s Director

**Department:** Elders (formerly AOA)

**Status:** Non-exempt

**Salary Range:** DOE

---

#### **Summary & Scope of Position:**

Under the supervision of the Elder’s Director, the Picayune Rancheria of Chukchansi Indians Elders Program promotes and improves the quality of life for elders through a wide variety of educational, social, and cultural/traditional activities as well as health, nutrition and wellness services, assistance and resources. The Elders Program Driver shall support and assist the Elder’s Director to cultivate and enhance socialization, health and wellness activities for PRCI Elders including transporting to and from the Elder’s program for meals and events, and transporting elders to their requested planned activities and field trips. The Elder’s Program Driver shall also be responsible for janitorial duties within the Elder’s Program Office on the days of his/her work. Other duties as assigned.

#### **Primary Responsibilities:**

1. Responsible for spending quality time with the elders during transporting and during congregate time of meals and after-meal activities.
2. Responsible for assisting elders with personal needs as attendant.
3. Ensure the Tribal vehicles are clean and mileage log is submitted to the program coordinator on a monthly basis and notify coordinator of vehicle problems; carry Tribal cellular phone in vehicle during trips.
4. Ensure vehicle is clean and well-kept for travel.
5. Report any maintenance issues and ensure issue is taken care of in a timely manner.
6. Perform janitorial duties such as vacuuming, removing waste, set up AOA room for meetings upon request.
7. Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures;
8. Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes;
9. Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions;

10. Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques;
11. Provides information by answering questions and requests;
12. Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies;
13. Completes operational requirements by scheduling and assigning administrative projects; expediting work results;
14. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies;
15. Contributes to team effort by accomplishing related results as needed;
16. Promote and organize recreational and social activities for PRCI Elders and solicit input and suggestions for annual activities;
17. Report any unusual and/or possible abuse of any PRCI Elder's in accordance with mandatory reporting requirements;
18. Regular welfare checks of PRCI Elders and provide transportation and referral services when requested by Elder's Director; Maintain confidentiality and privacy of client and services
19. **Perform other related duties as required.**

**Requirements and Qualifications:**

1. High School Diploma or GED, One to Two (2) years of general experience working with Elders in a variety of settings;
2. Excellent organizational, report writing (statistical analysis) and communication skills;
3. Ability to handle multiple tasks with ease and flexibility;
4. Must be proficient at the following: Managing Processes, Organization, Analyzing Information, Solving Problems, Supply Management, Inventory Control;
5. Knowledge of general computer skills such as word processing, spreadsheets, internet, e-mail, including Microsoft office, etc.;
6. CPR Certified;
7. Able to lift twenty (20) to fifty (50) lbs.;
8. Valid California Driver's License with clean DMV printout.
9. Background check and pre-employment drug test.

**Indian Preference Statement**

*IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.*

\_\_\_\_\_  
(Approval Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)