

Blackfeet Nation

Blackfeet Nation Tribal Health System

Heart Butte Senior Center Delivery/Maintenance/Custodial Position

Position:	Delivery/Maintenance/Custodial
Division:	Blackfeet Tribal Health System
Department:	Heart Butte Senior Center
Reports To:	Director
Location:	Heart Butte
Pay Grade:	
Healthcare Provider Classification	Administrative – Non-Healthcare Provider
FLSA Classification	Exempt/Full Time
Classification:	Staff/Not Security Sensitive
Biological Hazards Risk Group	NIH Risk Group 1 – Low Risk

Summary:

This position will be responsible for daily lunch meal deliveries Monday – Friday. Other duties include, custodial, minor maintenance of building inside and out and minor maintenance of program vehicles. Additional program duties and responsibilities may be assigned as needed.

Essential Responsibilities and Duties:

- Daily meal delivery Monday – Friday
- Minor computer knowledge
- Custodial duties
- Minor building maintenance
- Minor vehicle maintenance
- Willing to work weekends or holidays if needed.
- Willing to attend local designated training, workshops and meetings per director's request.
- Working with the elderly
- Assisting in the kitchen and dining area when needed.
- Supervise volunteer workers, community workers program, manpower short term workers when needed.

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Relationships and Authority:

- Capable of establishing and maintaining an effective working relationship with supervisors, co-workers and public.
- Willing to work with all people regardless of race, color, national origin, age, gender, disability or political affiliation.
- Able to work and make decision pertaining to the job independently.

Working Environment and Physical Demands:

- Must be physically active.
- Job requires walking, climbing ladders, shoveling snow, mowing grass, lifting up to 50 pounds or more.
- Be able to drive in unfavorable weather conditions.
- May encounter mean dogs during meal deliveries.

Qualifications:

Minimum:

1. High School Diploma or equivalent required.
2. Valid driver's license required and be insurable.
3. Successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks at time of hire.

Preferred:

Preference will be given to Blackfeet Nation enrolled members or members of a federally recognized tribe. However, all qualified individuals are eligible.

The Blackfeet Nation is an at-will employer.