



Human Resources Department Santo Domingo Pueblo

JOB ANNOUNCEMENT

POSITION TITLE: Sr. Center Van Driver

SALARY RANGE: hourly, DOE

DEPARTMENT: SD Senior Center

POSITION STATUS: FT Non-exempt

SUPERVISOR: Luciano Bailon

JOB POSTING ID: SDSC 191115

Open till filled

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity

Basic Purpose:

Candidate transports clients to various destinations in a safe and timely manner including non-medical appointments, shopping, errands, field trips, visitations, and center activities. Ensures client safety by adhering to established department policies, procedures, and regulations.

Essential Functions:

- Transports passengers consisting of elderly clients to destinations as scheduled.
- Assists with the loading and unloading of passengers.
- Uses wheelchair lifts and wheelchair tie downs to ensure the safety and security of passengers.
- Observes all designated speed limits and driving laws while operating vehicles.
- Verifies pick up and drop off sites for clients.
- Exhibits cooperation, courtesy and a positive attitude toward the public and with clients' families and staff.
- Drives vehicles in all weather conditions.
- Ensures that all vehicles are maintained in a safe operating condition.
- Schedules routine vehicle maintenance including; oil changes, brake inspection, wheel alignments, and reports problems or repairs as needed.
- Performs preventative pre-trip and post-trip inspections on vehicles and keeps records of mileage.
- Documents client contact and compiles data.
- Follows proper procedures and policies when involved in an accident or when a client is hurt in the van; ensures accident report is completed in a timely manner.
- Attends meetings and in-services as assigned.
- Maintains complete confidentiality of client information.
- Observes and follows all policies and procedures set forth by supervisor.
- Performs other job duties as assigned.

REQUIRED COMPETENCIES:

- **Integrity / Honesty**

All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to cash transactions, handling, tracking of budgets, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Teamwork**

All Santo Domingo Tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.

- **Goal and Task Management**

Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Decisiveness**

Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.

- **Vision**

Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.

- **Interpersonal Skills (Working with Others)**

Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.

- **Teaching Others**

Incumbents in this position must be able to take responsibility for the development of individuals and groups through appropriate teaching, guidance and coaching techniques.

OTHER COMPETENCIES:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of rules of the road and road signage.
- Knowledge of New Mexico driver and passenger service regulations.
- Knowledgeable of the pueblo community, surrounding areas, and the City of Albuquerque.
- Skill in the operation of 8, 15, or handicapped passenger vans with the ability to use the handicapped equipment located on van.
- Ability to demonstrate sensitivity to the needs of the elderly.
- Ability to drive safely and efficiently.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to respond to and remain calm in an emergency or crisis situations.
- Ability to exercise independent judgment.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.

PHYSICAL DEMANDS:

- Must be able to sit for up to 6 hours per day while driving.
- Uses back, arms, hands when opening doors and using wheelchair lifts, levers, and equipment.
- Must be able to use long range vision while operating vehicles.
- Position requires frequent lifting of 50 lbs.

WORK ENVIRONMENT

- Work is performed indoors, outdoors, and in an automobile or passenger van.
- Exposure to exhaust and gas fumes may occur when driving or monitoring the automobile or van.
- Exposure to outdoor weather conditions.
- Travel within and outside of the pueblo area is required.
- Noise level is usually moderate.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED Equivalent; plus, a minimum of 1 year related work experience.
- Ability to communicate and speak Keres Language preferred.
- Excellent computer and managerial skills to coordinate a multifunctional organization.

- Excellent oral and written communication skills to focus the efforts to meet the Santo Domingo Tribe goals.
- Must have CPR/First Aid certification.
- Must be able to pass a TB screening.
- Valid New Mexico driver's license with ability to meet Santo Domingo Tribe liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Santo Domingo Pueblo Drug Free Workplace policies.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **Sr. Center Van Driver – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application
- Cover Letter
- Resume