

Caddo Nation of Oklahoma – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Caddo Nation of Oklahoma Employment Application available at the Administration building, or may be found at www.mycaddonation.com/employment. The Caddo Nation of Oklahoma does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Caddo Nation of Oklahoma is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.

Job Title:	Van Driver/Kitchen Aide	Posting Date:	6/2/2021	Closing Date:	Until position filled
Department:	Caddo Nation AoA/Caregiver Program	Status:	Regular Full-Time		
Duty Location:	Fritz Hendrix Memorial Building	Salary:	\$10.00 per hour		

Job Summary:

Caddo Nation AoA/Caregiver Program has been meeting the social and nutritional needs of older, homebound and disabled adults in our service area for over 40 years. We are dedicated to providing nutritious meals, health education, opportunities for social interaction and other related services to help improve the lives of those we serve.

KEY ROLES AND RESPONSIBILITIES (INCLUDE BUT NOT LIMITED TO):

1. Assist the cook with meal preparation.
2. Pack coolers/bags according to route sheets as directed
3. Deliver meals and provide wellness checks to assigned clients
4. Report Change in Conditions to supervisor or designated staff member
5. Distribute envelopes, program handouts, menus, and informational flyers when instructed
6. Assist with daily cleaning and sanitizing tasks

Qualifications:

- Driver's License
- High School diploma or equivalent
- Physical ability to lift and carry bags and coolers, up to 30 lbs., and climb stairs
- Background checks conducted
- Must be at least 21 years old

Basis of Rating: *An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.*

Requirements:

Must have a good driving record and be insurable.
Must be willing to attain a food handlers certificate
HOURS- This position is full time Monday – Friday 8:00 a.m. - 4:30 p.m. The employee will receive up to 40 hours per week with deliveries occurring between 10:00 a.m. – 1:30 p.m. The daily route takes at least two to three hours to deliver and averages 80+ miles round trip.

Application Procedure:

Submit the following:

- A current Caddo “Job Application”
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current valid Oklahoma Driver’s License
- College Degree and/or Transcript, Certificates of Completion or Proficiency
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Email Address
Caddo Nation of Oklahoma Personnel Dept.	PO Box 487 Binger, OK 73009	(405)656-2344	genmoore@mycaddonation.com