



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: (1) – Head Start Bus Driver/Floater Aide (FT Regular - Family Services Department -NGLC)

SUMMARY:

Provide safe transportation of Head Start children and/or families for all program-related activities. Serve as support staff for all aspects of Head Start center operations. Assist teacher, helps plan and participates in classroom, playground, and field trip activities. Responsible for ensuring Head Start policies, procedures, goals and objectives are followed and met. Maintain attendance records and other detailed records. Ensure activities are designed to foster or enhance all areas of the child's development. Responsible for upholding the programs mission and values of the program utilizing NAEYC's Code of Ethical Conduct.

EMPLOYMENT QUALIFICATIONS:

- Commercial Driver's License (CDL) Class B with P/S endorsements required. Must be at least 18 years of age. Must be in good physical health as determined by a physician. Must have a good driving record with 6 points or less.
- High School Diploma, Child Development Associate (CDA) within first year of employment.
- Must maintain a full valid, current, and unexpired CPR & First Aid certification for infant through adult ages.
- Current valid Driver's License with the ability to be insured under the Tribe's insurance policy.
- Must successfully pass a pre-employment drug/alcohol screen, tuberculosis screening, fingerprinting and background investigation.

Indian Preference applies in accordance with Ordinance #15-600-02

Pay Grade: NE 5

Hiring Range: \$10.84 - \$13.56

Status: Non-Exempt/bi-weekly pay **Background:** Child

Application Instructions:

Obtain an application form and a copy of the position description on the Tribe's website www.lrboi-nsn.gov or by contacting Human Resources at:

*LRBOI HR Department, 2608 Government Center D., Manistee, MI 49660
phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov; or jobs@lrboi-nsn.gov.*

To apply, please submit completed application, cover letter and resume to:

*LRBOI HR Department, 2608 Government Center D., Manistee, MI 49660
fax: (231) 398-9101; Email: aliciaknapp@lrboi-nsn.gov; or jobs@lrboi-nsn.gov*

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and extensive background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period. Candidates for this position will be required to have dependable transportation available to them without notice.

Posted – 07/23/2018

Remove – Until Filled