



Orutsararmiut Traditional Native Council  
Box 927, Bethel, AK 99559

### **Job Description**

**Department:** Senior Services  
**Job Title:** Driver  
**Salary Range:** \$17.00 hourly  
**Supervisor:** Senior Services Director

**Duties and Responsibilities:** Safely deliver meals and documents to elder's homes.

Maintain transportation records and enter meals into spread sheet.

Other duties as assigned.

**Qualifications:** Hi Must have a valid Alaska Commercial Driver's License

Must be knowledgeable of Bethel streets, roads, subdivisions, and the community area.

Have physical ability to lift at least 50 lbs.

Have ability to accurately maintain the daily records of mileage and services.

Able to perform annual, pre- and post-trip inspections of vehicle, and to ensure safety.

Have the ability to understand and follow oral and written instructions.

Microsoft Word and Excel experience preferred.

Must be able to pass background check.

ONC is an equal opportunity employer. Within the concept of Native Preference, all applicants will receive consideration without regard to race, color, sex, religion, national origin or other non-merit factor(s).

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