

**Ponca Tribe of Nebraska
Vacancy Announcement
(Open until Filled)**

Position Title: Ponca Express Transporter
Location: Niobrara
Salary: Grade 1 (8.00 - \$11.54)
Department: Transportation
Supervisor: Transportation Manager
FLSA Status: Non-exempt
Classification: Part time (20 hours/week)

Summary:

Incumbent will be primarily responsible for meeting the transportation needs for members and program participants in the program area. Transportation is based on need and scheduled fixed routes.

Responsibilities and Duties:

1. Responsible for providing transportation for Ponca Tribal members and program participants, in a cheerful, pleasant and professional manner, including transporting them to and from appointments or obligations in, but not limited to the areas of Niobrara, Omaha, Sioux City and Lincoln.
2. Assists clients in getting into and out of vehicles.
3. Cleans and maintains vehicles according to policy or direction of Transportation Manager.
4. Maintains appropriate records for the Ponca Tribal Transit Program.
5. Works closely and cooperatively with Ponca Tribe of Nebraska staff in coordinating transportation needs.
6. Maintain complete confidentiality & honor the Privacy Act.
7. Recognizes the need to respect the rights, dignity, and privacy of riders.
8. Maintains or attains CPR certification and First Aid emergency care.
9. Knows and follows the mission, organization, program requirements, and policies of the Ponca Tribe of Nebraska.
10. Be well versed in and abide transportation laws, rules and regulations.
11. Other duties as assigned as needed.

Relationships and Authority:

Incumbent has no supervisory responsibilities.

Working Environment and Physical Demands:

Minimum to high stress due to many scheduled activities. Sits, stands, bends, lifts, twisting and moves intermittently during work hours. Regularly lifting up to 100 pounds and occasionally lifts more. Is subject to emotionally upset patients, family members, personnel, and visitors. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset and at times, hostile people.

Qualifications:

Minimum:

High school diploma or GED.

One year experience working with Native Americans or Native American organizations.

Able to obtain First Aid, CPR and Defensive Driving Course certification within three months of hire date, if not already certified.

Computer proficiency with Word and Excel spreadsheets programs.

Must possess excellent oral communication skills.

Must have a valid driver's license and be insurable.

Must successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks.

Able and willing to travel.

Preferred:

Commercial Driver's License (CDL)

First Aid, CPR and Defensive Driving Course certified.

Preference will be given to Ponca Tribe of Nebraska members or members of a federally recognized tribe. However, all qualified individuals are eligible.

The Ponca Tribe of Nebraska is an at-will employer.

Tribal Council Approval: 6-29-08

**This posting is currently open to internal applicants only. Current Ponca Tribe of Nebraska Employees and Ponca Tribe of Nebraska Members are the only people eligible to apply at this time. Preference will be given to enrolled members of the Ponca Tribe of Nebraska.*

APPLICATION INSTRUCTIONS

Current Ponca Tribe of Nebraska Employees: Submit an Employee Job Interest Form and completed Tribal Application to the Human Resource Management Department by the closing date listed. Resumes are encouraged, but not required to be submitted as supplemental information.

Ponca Tribe of Nebraska Members (not currently employed by the PTN): Submit a completed PTN Job Application form and a photocopy of your currently valid Driver's License by the closing date listed. A resume may be included with the application, but it CANNOT replace filling out an application. If you do not meet the minimum education and/or experience qualifications, please submit a letter, along with your completed application explaining: 1. Why you feel you can perform the job duties, 2. What additional skills and experience you might have that is applicable to the position you are applying for, 3. How many months you are away from meeting the minimum requirements, 4. What additional trainings or certifications you possess that would help you do the job, 5. Any additional information you can provide that would explain your background as it relates to this position. All application materials including the letter (if

applicable), the required PTN Job Application, and a photocopy of your driver's license must be submitted by the closing date listed.

You can download an application from www.poncatribene.org/jobs.php.

Send all completed application materials (PTN application, resume, cover letter, letter of explanation, and a copy of your driver's license) to:

Ponca Tribe of Nebraska
Human Resources Management Department
1701 E Street
Lincoln, Nebraska 68508
Fax: 402-438-9226
mreeson@poncatribene.org

Great benefits include: Health, Dental, Vision, Life, and STD insurance, 401(k) with match up to 7%, Holidays, Vacation, Sick Leave, and more!