



Chickahominy Indian Tribe Vacancy Announcement

Open Position: Elder Care Driver

Position Summary: The Elder Care Driver is an on-call position within the Chickahominy Tribe's Title VI Program and is contingent upon grant funding. The Elder Care Driver reports to the Title VI Program Director and is responsible for the transportation of tribal elders, living in the designated service area, to and from medical and dental appointments, the pharmacy and/or grocery store.

Compensation and Benefits: The compensation for this on-call position is \$15/hour, with a minimum of two hours of pay for each day that service is provided. In situations when a company vehicle is not available and a personal vehicle is used, the driver will also be reimbursed for mileage at the IRS mileage reimbursement rate. Benefits for eligible employees working 20 or more hours per week include paid time off (PTO), paid holidays, and bereavement leave. The CIT does not currently offer health, dental, or retirement benefits.

Position Responsibilities:

- Transport tribal elders from their residence to and from medical and dental appointments, the pharmacy, and/or grocery store;
- If requested, accompany the tribal elder into the building and/or examining room for assistance and/or to be a second set of ears;
- Deliver the tribal elder to and from the designated location in a safe and timely manner;
- In some cases, will need to transport more than one elder when the appointments are in close proximity and within a similar time frame to each other;
- Maintain elder transport log to record and track number of elders transported.

Position Requirements:

- Must be 21 years of age or older;
- Must have a valid state-issued driver's license and a clean driving record;
- Must consent to a background check;
- Morning availability is required;
- Must be punctual, professional, organized, and able to communicate clearly with others;
- Positive attitude with a willingness to help and serve others;

Position Qualifications:

- Minimum of High School Diploma or GED

Application Process:

- Applicants must submit a completed job application, cover letter, and resume.



- Applications must be received no later than November 28, 2022 at 5 p.m. est.
- Incomplete and late applications will not be considered.
- Applications may be mailed to:
Chickahominy Indian Tribe
ATTN: Lindsey Johnson
8200 Lott Cary Rd
Providence Forge, VA 23140
- Applications may also be emailed to Lindsey.Johnson@chickahominytribe.org.
- The Chickahominy Indian Tribe observes Indian Preference in its hiring practices. The legal authority for Indian Preference can be found in Title 25, United States Code (USC) 472, 472a, and 47; Title 25, Code of Federal Regulations, Part 5. The CIT will place all qualified applicants into one of three hiring categories listed below, in order of preference:
 - Chickahominy Indian Tribal Citizen
 - Citizens of other federally recognized Indian Tribes
 - General applicants