



VACANCY NOTICE #16-31

TITLE: Van Driver
(As Needed)
DEPARTMENT: Transportation Program, HHS
SALARY: Dependent on Qualifications
OPEN DATE: July 15, 2016
CLOSING DATE: Open Until Filled

Summary: Responsible for transporting clients on a daily basis to and from the JHHS for medical appointments.

Qualification Requirements: High School diploma or General Equivalency Diploma (GED); AND one (1) year of experience driving a passenger van/bus. CPR & First Aid certification within four (4) months of date of employment. Medical Examiner's certification & medical long form. Must possess a valid driver's license and be insurable through the tribe's insurance carrier. Position is subject to a favorable criminal and motor vehicle background investigation.

Required Knowledge and Skills

Knowledge of:

- Laws, rules and regulations for operating a motor vehicle in the state of New Mexico.
- Streets and roads located within the Pueblo and vicinity.
- Safety principles, practices and equipment related to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Basic records management principles and practices.

Skill in:

- Driving a vehicle skillfully and safely.
- Maintaining accurate records of work performed, including clients transported.
- Understanding and following oral and written directions.
- Working without close supervision in standard work situations.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Dealing effectively with disabled individuals and others needing special assistance.

TO APPLY: Visit our website at www.jemezpueblo.org. Submit a completed tribal application to: Pueblo of Jemez, Attn: Human Resources Office, P.O. Box 100, Jemez Pueblo, New Mexico 87024, no later than 5:00 p.m. Indicate vacancy announcement number on the application. For further information or job inquiries contact the Human Resources Office at (575) 834-7359 or email address: HR@jemezpueblo.org

*** It is the policy of the PUEBLO OF JEMEZ to give preference to qualified Jemez Pueblo tribal members. ***

July 15, 2016

Human Resources Department

P.O. Box 100 • Jemez Pueblo • New Mexico • 87024
(575) 834-7359 • Fax (575) 834-0604