



## COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS

### Kwaiik'it Gwekhekwaii Nai

P.O. Box 33

Fort Yukon, AK 99740

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www.catg.org

### POSITION DESCRIPTION

#### **TITLE: Language Institute Driver**

Responsible for coordinating all participant and staff transportation to and from the Yukon Flats Indigenous Language Institute (YFILRI), and to physically drive participants, presenters and staff to and from the Institute using personal vehicle. This position shall meet the primary goals of delivering safe and reliable transportation to all elders, youth, and other Institute participants and staff.

#### **DUTIES:**

- Physically drive participants and staff on and off Institute site as needed
- Complete and monitor a daily schedule of transportation on and off site
- Coordinate with other staff to physically transport participants on and off site as needed
- Complete a daily safety checklist of all vehicles used for transportation
- Clean both interior and exterior of CATG vehicles if used, maintain clean environment of personal vehicle
- Communicate directly with supervisor while off-site with updates on location and timing.
- Must be available from 8:00am through 8:00pm.

#### **OTHER:**

- Perform all other duties and responsibilities as assigned.
- Able to lift 20-40 lbs.
- Must arrive on time for all scheduled activities and duties.
- Must be at least 18 years old and hold a valid Alaska driver's license.
- Employment is contingent on Insurance Company check through the Dept. of Transportation for any traffic violations
- Access to functioning cell phone preferred.
- Under the authority of P.L. 93-638 Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.
- Abides by the Federal Privacy laws regarding confidentiality of records.
- As a Federal contractor, CATG is required to show compliance with the Drug Free Workplace Act of 1988. CATG has initiated and maintained a Drug and Alcohol Testing Policy which includes pre-employment and random anonymous testing thereafter.

<b>Title:</b>	Language Institute Driver
<b>Location:</b>	CATG Region
<b>Supervision:</b>	YGS Project Manager
<b>Classification:</b>	Temporary
<b>Salary:</b>	\$100/day
<b>Approved Date:</b>	
<b>Closes:</b>	
<b>Contact:</b>	Andrea Thomas, HR Manager 907-662-7534