

Delaware Nation Vacancy Announcement

Below you will find a detailed description of the vacancy being advertised herein. To be considered for the position you must fill out a Delaware Nation Employment Application, available at the Delaware Nation Tribal Complex or at www.delawarenation.com/human-resources/. Delaware Nation does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Delaware Nation reserves the right to apply and utilize Indian Preference in its hiring and employment activities, as allowed by Indian Preference guidelines.

Job Title:	Assistant Cook/Van Driver	Posting Date:	06/06/2022	Closing Date:	08/4/2021
Department:	Administration on Aging (AOA)	Status:	Full-Time		
Location:	Anadarko, OK				

Position Summary:

Under the supervision of the Director AOA, performs those duties necessary in the preparation of the noon meal along with driving the van to deliver meals.

Qualifications

1. Must be 21 years of age and be a high school graduate or possess a G.E.D.	4. Provides information and/or referral services as requested by participants.
2. Assists Director in the planning of meals.	5. Responsible for periodic maintenance check of transportation vehicle.
3. Assists in the preparation and delivery of the carry-out meals to the Homebound in rural areas and in the City of Anadarko, Oklahoma.	6. Picks up and transports Indian Elder Participants, who have no means of transportation, to the feeding site and returns them to their residence after the noon meal.

Applicant **MUST** possess and retain the following while employed with Delaware Nation in the advertised position:

<ul style="list-style-type: none"> • Valid Oklahoma Driver License • Pass drug testing requirements • Pass Background Check • Ability to tactfully meet and communicate with AOA Elders, and staff 	<ul style="list-style-type: none"> • 2 years satisfactory performance in a related position
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To apply submit the following:

- A current Delaware Nation Employment Application and Resume
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current Valid Oklahoma Driver License
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Fax Number	Email Address
Delaware Nation Human Resources Dept.	PO Box 825 Anadarko, OK 73005	(405)247-2448 Ext. 1102	(405)247-9393	arodriguez@delawarenation-nsn.gov

**A complete job description for the above advertised position may be obtained from the Delaware Nation Human Resources Department.