



American Indian Health and Family Services Of Southeastern Michigan, Inc.

Minobinmaadziwin "A Good Life"

Job Description

Job Title: Facilities Associate/Driver

Department: Operations **Sub Dept:** Facilities

Reports To: COO

Employment Category: Regular Full-Time

FLSA Status: Non-Exempt

Position Summary: The Facilities Associate/Driver keeps AIHFS facilities and grounds in clean and orderly condition and provides transportation to clients. Also a key participant to ensure the safety of the building, grounds, clients and staff.

Essential Duties and Responsibilities:

- Opens and closes facilities as needed.
- Using agency vehicle, picks up and transports eligible clients to/from medical, dental, social service or youth group appointments as assigned.
- Sweeps, mops, scrubs and vacuums hallways, washrooms, stairs and office space.
- Empties trash and recycling containers.
- Assists in preparation, staffing and clean-up of on and off-site events such as health fairs, conferences, cultural events and pow-wows.
- Notifies management concerning need for repairs or additions to lighting, heating, ventilation equipment, walls, plumbing and all other facilities/grounds improvements needed and performs repairs as necessary and able.
- Cleans snow and debris from sidewalk and GSA vehicles.
- Mows lawn, trims shrubbery and cultivates flowers.
- Attends and participates in team meetings as required to coordinate activities to serve clients and/or the community.
- Assist in coordinating appointments for agency vehicles for scheduled maintenance.
- Follow all agency policies and OSHA standards
- Performs other tasks as assigned by administration.

Education/Experience: Valid high school diploma or GED; Must have clean driving record and valid MI Chauffeur's license.

Required Qualifications:

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Valid MI Chauffeur's license; other credential or licenses must be kept current and consistent with applicable regulations.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free work environment.

- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Knowledge and ability to operate hand tools and power tools when needed.
- Ability to perform basic maintenance repairs.

Preferred Requirements: Familiarity and/or experience working with the Native American community at a local level; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations. Training requirements include participation in the following AIHFS trainings: Cultural Sensitivity at AIHFS; HIPAA Compliance; and, Bloodborne Pathogens.

Work Environment/Physical Demands: The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).

Acknowledgement of Receipt

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

Revised: May 2016