



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

Job Opportunity: KTJA-24-0019	Opens: 01/11/24 Closes: OUF
Position Title: Bus Driver /Custodian	
Salary Rate: \$13.00 - \$15.00/Hourly	Duty Location: Lawton, OK

JOB SUMMARY

The bus driver/Custodian will maintain a clean, safe environment. Responsible for the overall upkeep of Head Start facilities both internal and external including vehicles. Provide the safe transport of Head Start children, families and staff.

Reports To: Site Supervisor – Lawton Head Start

HOW TO QUALIFY FOR THE JOB

Educational Requirements: High School Diploma/GED required.

- Provide and maintain programmatic compliance with Head Start, federal, state and tribal regulations; including but not limited to Head Start Standards, Head Start Transportation requirements, Model tribal Head Start Health and Safety Code, DHS Child Care licensing requirements and State bus requirements.
- Maintain a clean, safe environment daily in Head Start facilities, vehicles, outdoor areas, storage areas and shelters.
- Provide safe transportation for Head Start children, families and staff.
- Maintain a friendly disposition toward Head Start children and families.
- Establish and maintain an effective working relationship with fellow staff members, community members, and Head Start participants.
- Other duties assigned.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, per plan requirements

WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma State Driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Submit to and pass a pre-employment background check and pre-employment drug test.
- Positions are subject to random drug testing according to the Tribe's Drug-Free workplace policy.
- Current physical exam will be required.
- Must have a current immunization record including annual TB test.
- Must complete Head Start Orientation (ELCCT, First Aid/CPR certification, Food Handler's certification.)

SUBMIT TO: HR@kiowatribe.org or

DROP OFF AT: 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

Kiowa Tribe 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. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.