



Chickaloon Village Traditional Council  
(Nay'dini'aa Na')  
Health & Social Services Department  
**Internal/External Announcement**

**Position Title:** Advocate/Driver  
**Department:** Health & Social Services  
**Reports to:** Health & Social Services Director

**Position Summary:**

The Advocate/Driver is responsible for providing outreach advocacy services and transportation for medical, dental, vision, and behavioral health customers. The position is responsible for coordinating and performing chore services as assigned and assisting clients in completing paperwork eligibility processes. The position provides other administrative and office support and maintenance as assigned. This is a daytime, 40 hour per week position with benefits.

**Qualifications:**

**Education:** High School Diploma or GED. The successful applicant must provide proof of current CPR and First Aid Certifications (American Red Cross; HeartSaver; State of Alaska, etc.) or be willing to receive training.

**Experience:** Minimum of 6 months of responsible work experience. Customer service skills, HIPPA and confidentiality practices, experience transporting clients in all weather conditions, and prior personal care experience is preferred.

The successful applicant must demonstrate the ability to communicate and interact effectively with others, both verbally and in writing, an understanding of consumer welfare, and compassion.

The successful applicant must have a valid Alaska Drivers License and be insurable by the Tribe's vehicle insurance.

New hires for this position are subject to pre-hire and random alcohol/drug testing as well as a State & Federal background check.

**Hiring Preference:** As allowed in P.L. 93-638, preference for employment will be given to Alaska Native and American Indian Peoples. CVTC also has a local hiring preference.

**Please apply by 9:00AM on Friday, September 13th, 2019.**

**A fully completed CVTC application and resume are required. Applications are available on the website: <http://www.chickaloon-nsn.gov/employment/>, or by contacting Jennifer at 745-0749, or by email request to: [employment@chickaloon-nsn.gov](mailto:employment@chickaloon-nsn.gov)**