

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Family Service Worker and Bus Driver
Department: Education, Head Start
Hourly Rate: \$18.00-\$20.00
Full Time: 40 Hrs/Week
Exempt: No/Hourly
Supervisor: Director, Assistant Director, Transportation Manager
Posting Date: In House
Opens: September 12th, 2025
Closes: Open Until Filled



Summary:

Responsible for the safe transportation of all Head Start participants to and from school; field trips; and other outings. This position must observe all safety and traffic regulations. Will acquire all necessary transportation training on safety and defensive driving, when available.

Family Service Worker is also responsible for assisting the Family Service Manager with family events, culture events, father events, family goal setting, family resources, home visits, child files, breaks for teaching staff, stepping into a classroom when short staffed, and being open and willing to step in to help around the center when needed.

Meets all applicable Federal, State, and Tribal standards and guidelines as well as compliance with all applicable Head Start and daycare licensing policies and procedures.

Essential Duties and Responsibilities include the following:

- Select proper equipment/bus restraints for children on their buses and secure child safety restraints to the vehicle being used.
- Use emergency equipment, conduct emergency evacuations, and daily pre-trip vehicle inspections.
- Maintain a daily log of the odometer.
- Advise management when their bus requires service.
- Keeping the vehicle full of gas.
- Maintaining the cleanliness of their vehicle.
- Along with the bus monitor-provide effective behavior management of the children being transported
- Always provide positive role modeling.
- Follow Bad River Head Start program's policies and procedures for bus and center safety.
- Work with Management to review and update service plans on transportation on an annual basis.
- Build relationships with students and families.
- Attend home visits with the Family Service Manager
- Help families with resources and goals
- Organize and work with parents on student files and paperwork
- Help give teaching staff 15-minute breaks twice a day
- Stepping in for a teacher in the case of severe staff absence
- Contacting students' families in the event the school bus cannot go out
- Promote the use of and speaking Ojibwemowin as proficiency level allows throughout the delivery of all Head Start services for children and families.
- **Other duties assigned by the supervisors.**

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community and 7 Grandfather Teachings is preferred for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Required:

Must be at least eighteen (18) years of age.

High School Diploma or its equivalent is required.

Must have or be willing to obtain a CDA and family service credential

General knowledge of child development, child protection laws (e.g. abuse and neglect), and evacuation drills.

Must be culturally sensitive.

Must always be a positive role model.

Other Skills and Abilities:

Required:

This is a required driver position.

Must possess a valid Class C Wisconsin Commercial Driver's License (CDL) with School Bus and Passenger endorsement and must meet eligibility requirements for coverage under the Tribe's Auto Insurance Policy within 90 days.

Must be able to work with preschool-age children.

First Aide, CPR, and Shaken Baby Syndrome certification is mandatory and will be provided by the Head Start program.

Mandated reporting training will also be provided.

Must maintain strict confidentiality under the Privacy Act.

Must be able to work in a team environment and be culturally sensitive.

Must be dependable.

Excellent attendance is required.

Background Check:

This position is contingent on the required ability to pass a Wisconsin Department of Children and Families caregiver background check when working with children.

This position requires a driver check, to meet eligibility for tribal insurance.

Reasoning Ability:

Experience working with children.

Experience driving; ability to transport children safely.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be able to pass a medical examination that certifies that an individual is physically fit and able to work with children, including tuberculosis testing. Must be able to list children in and out of their children's restraints when necessary. Must be able to assist children on and off the bus when necessary. Must be able to lift up to 50 lbs. on occasion. This position will require sitting, standing, walking, bending, and stooping.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov