



WHITE EARTH RESERVATION

CHAIR Terrence "Terry" Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy

DISTRICT I Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene "Umsy" Tibbetts

Job Announcement

Position: Transportation Aide – MAT

Location: Naytahwaush

Pay: \$15.57/hr.

Benefits: Full

Open: 10-08-18

Close: 10-19-18

Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible to maintain building and vehicles to provide safe and reliable transportation to all clients.

- Plans trips and provide transportation to ensure clients arrive safely to designated destination.
- Schedule and/or maintain vehicle to ensure vehicle performance to arrive safely at destination.
- Performs routine duties in order to provide a clean and orderly building.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Medication Assisted Treatment Program.
- Knowledge of the demographics, culture, customs and lifestyles of the White Earth Reservation.
- Knowledge of vehicle maintenance and safe driving practices.
- Knowledge of Tribal and County Health and Social Services programs.
- Skill in determining alternatives that would correct a situation.
- Ability to operate a vehicle in a safe manner.
- Ability to communicate and maintain rapport with the general public.
- Ability to manage one's own time.

Qualifications:

- **High School Diploma or GED.**
- **Valid Driver's License and insurance for travel between sites and other business related destinations with no traffic violations on driving record.**
- **Must be free of chemical use problems for at least one (1) year immediately preceding their hiring and must sign a statement attesting to the fact and freedom from chemical use problems must be maintained during employment.**
- **Must pass drug screening and back ground check.**

Mail Applications to: White Earth Tribal Council

Attention: Personnel

P.O. Box 418

White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference

A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment

Background Checks performed