



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque

DISTRICT I Henry Fox DISTRICT II Eugene Sommers DISTRICT III Laura Lee Erickson

Job Announcement

Position: Community Health Representative Transportation Aide

Location: Reservation wide

Pay: \$19.45/Hr.

Benefits: Full

Open: 08-25-25

Close: Until Filled

Status: Full time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for providing transportation to medical facilities and delivering medications from medical facilities to client's homes.

Position Outcomes:

Coordinate services with patients/clients for medical services. Refers clients and coordinate services to community resources.

- Transport clients to medical appointments according to transportation policy
- Responds to both apparent and potential client special needs

Communicates with internal and external sources to ensure program organization is represented in a professional manner.

- Makes responsive decisions regarding road and weather conditions.
- Plan trips
- Obey traffic laws

Notify communities concerning special health clinics and education programs

- Provide community health outreach services
- Participate in environmental health and safety issues

Manage and participate in client progress and records

- Prepare and maintain individual client files
- Participate in case reviews with consulting team to evaluate client needs and plan for continuing services.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the CHR Health Department.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.
- Knowledge of principals and processes for providing customer and personal services.
- Ability to communicate effectively both orally and in writing.
- Ability to lift up to seventy-five (75) pounds.
- Ability to use logic and reasoning to identify the strengths and weakness of alternative solutions, conclusions or approaches to problems.

Qualifications:

- **High School diploma or GED.**
- **Certified in CPR or ability to obtain certification upon date of hire.**
- **Valid Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a criminal background check and drug screening.**
- **Must be able to pass Net Study background.**
- **Must be MNDOT certified and recertified every 2 years.**
- **Must be able to pass CHR training within 6 months of hire.**

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*