



# WHITE EARTH RESERVATION

**CHAIRMAN** Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque  
**DISTRICT I** Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Lee Erickson

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## White Earth Reservation Business Committee JOB ANNOUNCEMENT

**Position: CHR Transportation Dispatcher**

**Location: White Earth**

**Pay: 19.45/hr**

**Benefits: Full**

**Open: 03-30-26**

**Close: 04-03-26**

**Status: Full Time**

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for performing dispatch services for the White Earth Reservation CHR Medical Transportation program. Ensures the efficient and timely delivery of clients to their destinations.

### Position Outcomes:

**Listen to and respond to all calls received to ensure necessary service needs are covered.**

- Answer incoming calls and dispatches drivers accordingly. Insures the efficient and timely delivery of clients to their appointment destination.
- Responds to both apparent and potential client special needs.
- Ask questions to determine client eligibility for transport to medical appointments according to transportation policy.
- Maintains updated rider files.
- Abides by all policies and procedures as outlined in White Earth Policy and Procedures Manual, CHR Policy and Procedure Manual, as well as applicable rules/and statute.

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

- Makes responsive decisions regarding road and weather conditions, communicates with supervisor, and driver.
- Greets everyone in a professional, friendly, and assistive manner.
- Maintains good rapport with staff, employees, and external sources.
- Maintains access to, and security of, highly sensitive materials.

**Notify communities concerning special health clinics and education programs**

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

**Prepares correspondence and activity data for required report procedures.**

- Designs, prepares, and maintains spreadsheets using basic arithmetic calculations on excel spreadsheets.
- Inputs, updates, and/or retrieves data from computer systems as per Manager Direction.
- Performs data entry according to specific instructions of Manager.
- Reads, understands, and applies current guidelines, system updates, policy changes, and revisions.
- 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 White Earth CHR Program.
- Knowledge of federal laws including Health Insurance Portability & Accountability Act (HIPAA).
- Knowledge of principals and processes for providing customer and personal services.
- Ability to communicate effectively both oral and in writing.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

- Knowledge of the geographical layout, community service jurisdictions, highway, township, and county road system for the service area of the White Earth Nation CHR Transportation program.
- Proficient skills in the use of computers and related software such as Microsoft Office (word, excel, outlook).
- Ability to communicate effectively, both oral and in writing.
- Ability to organize work effectively and efficiently.
- Ability to multi-task and prioritize various tasks.

## QUALIFICATIONS:

- High School diploma or GED, with 6 months or more of experience in communications, computer technology, health field, or previous dispatch experience, or equivalent combination of education and experience.
- Certified in CPR or ability to obtain certification within 6 months of hire.
- Must pass CHR training within 6 months of hire.
- **Must be able to pass Net Study Background before hire.**
- Must be MNDOT certified and recertified every 2 years.
- Valid MN Driver's license and insurance for travel between sites and other business-related destinations.
- Must be able to pass a criminal background check and drug screening.

Send Applications to:

White Earth Reservation Business Committee  
ATTN: Human Resource  
P.O. Box 418  
White Earth, MN. 56591

Download Applications at:

[www.whiteearth.com](http://www.whiteearth.com)

EEO with Native American Preference

A Drug Free Workplace- Tests for alcohol and illegal drug use may be required prior to and during employment Background Checks performed

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P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-3285 | [whiteearth.com](http://whiteearth.com)