



WHITE EARTH RESERVATION

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

White Earth Reservation Business Committee JOB ANNOUNCEMENT

Position: CHR Transportation Dispatcher

Location: White Earth

Pay: 19.45/hr

Benefits: Full

Open: 05-04-26

Close: Until Filled

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 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

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