



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: Drug Testing Technician
Location: Mahnomen
Pay: \$22.51/hr

Benefits: Full

Open: 04-06-26
Close: 04-10-26
Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for performing routine drug screening tests for employment purposes according to the policies and procedures established by the White Earth Reservation Tribal Council for internal department with services provided to assist with client-based drug testing.

Position Outcomes:

Performs routine drug screens to ensure compliance with policies and procedures.

- Instructs recipients of drug screen process and rules.
- Performs preliminary inspection of drug testing site for compliance.
- Administers drug screening tests to recipients.
- Analyze screening results of bodily fluids such as urine, hair and/or saliva.
- Informs recipient of drug screening preliminary results.
- Drives to remote work site locations to administer drug screening tests to recipients. **Consults with third party drug testing facility to confirm results via email or agreed upon communications.**

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- Submits positive prescreening specimens to third party laboratory for confirmation testing of preliminary positive prescreening results.
- Ensures integrity of the chain of custody of the specimen.

Maintains and completes reports for internal and external services provided.

- Gathers and compiles required statistics.
- Ensure accurate and complete information is contained in reports.

Communicate with internal and external sources to ensure programs and organizations is represented in a professional manner.

- Maintains good rapport with internal staff, organizational employees and external sources including local, State and/or Federal representatives.
- Establish and maintain relationships with other agencies and organizations in community in order to ensure investigations are completed in accordance with existing regulations. **Maintains DOT compliance and procedures.**
- Ability to obtain both the DOT and BAT certifications.
- Ability to accurately and safely complete ALL the necessary DOT procedures.
- Work with third party agencies to ensure fast and accurate results are reported.
- The ability to renew certification every five years.

White Earth Drug Testing Technicians are responsible for a Post-Accident On-Call Drug Testing Cell phone.

- Technicians must be available for on-call duties that last more than 24 hours.
- Technicians are responsible for keeping logs and documentation of post-accident calls.
- On-call duties for a technician will require the ability to get up in the middle of the night and drive to a work site to perform the post-accident test.
- Technicians must keep and manage the drug testing cell phone while on call.
- Technicians must have the ability to handle a situation on their own while in the field and maintain professionalism.
- Technicians must schedule testing and complete post-accident testing within an eight-hour time frame in accordance with the White Earth Drug Testing Policy 504.
- Technicians are to communicate any and all post-accident drug testing results to the DER/Liaison.

Job Tasks:

- Ensure that the strictest level of confidentiality is always maintained.
- Conduct collections of body fluids, such as urine, saliva and hair in accordance with policy and procedure. This may require travel to remote locations.

- Set-up, adjust, maintain and clean drug testing equipment.
- Consult a drug testing facility to get final results via email or agreed upon communications.
- Analyze and record testing date to issue reports that use charts, graphs and narratives.
- Creates and completes reports to comply with contracted agencies (internal and external). Gathers and compiles required statistics. Ensure accurate and complete information is contained in reports.
- Communicate with internal and external sources to ensure the unit and organization is represented in a professional manner.
- Maintains good rapport with internal staff, organizational employees and external sources including local, State and/or Federal representatives.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills, and Abilities:

- Knowledge of adulterant drug properties and interactions to ascertain their immediate effect on results and which internal guidelines to follow.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, and tribal policy to ensure compliance.
- Knowledge of blood borne pathogens, infectious waste and their effect and proper sanitation, if exposed.
- Knowledge of principles and processes for providing customer and personal services to assure effective communication and information for clients.
- Knowledge of arithmetic, statistics, and their applications to maintain correct results and reports.
- Knowledge of the demographics, culture, customs and geography of the White Earth Reservation.
- Skill in talking to others to convey information effectively, communication in writing as appropriate for the needs of the audience.
- Skill and ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems, considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Skill in awareness of others' reactions and understanding why they react as they do to convey the manager.
- Ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Ability to plan and organize the testing schedule for the day.
- Ability to recognize, identify and respond to manipulative behavior effectively.

Qualifications:

- High School Diploma or equivalent and one (1) year experience in Drug Testing or related field.
- Bona Fide Occupational Qualifications
- Prefer experience in administering drug tests.
- Drug Testing Certification by the White Earth Reservation Drug Testing Program or ability to obtain within thirty (30) days of hire.
- Must be drug free and abstain from drug use during employment.
- Must have a valid MN Driver's License and proof of insurance for travel between sites.
- Must pass a criminal background check and drug screening.

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.