WHITE EARTH RESERVATION

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

Job Announcement

Position: Transportation Aide **Open: 11/2/26**
Location: White Earth **Close: 11/16./26**
Pay: $19.45/hr. **Benefits: Full** **Status: Full Time**

Position Summary:
This position is responsible for transporting clients safely to and from medical appointments.

Position Outcomes:

Plan trips and provide transportation to ensure clients arrive safely at designated destination.

- Obey traffic laws
- Responsible decisions with regards to road condition
- Record all mileage and provide all gas receipts per trip
- Complete all pre and post trip inspections on vehicles daily and report any defects.
- Provide superior customer service while on duty.
- Responsible for the coordination and overall transportation of clientele to and from various appointments.
- Ensure all vehicles are maintained by GSA and White Earth policies and procedures and such policies and procedures are being adhered to regarding accidents and/or speed laws.
- Ensure all vehicles exteriors are always clean and presentable
- Adherence to HIPPA rules and regulations at all times.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills, and Abilities:

- Knowledge of vehicle maintenance and safe driving practices.
- Knowledge of the demographics, culture, customs and geography of the White Earth Reservation.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Indian Child Welfare Program.
- Knowledge of tribal and county health and social services programs.
- Knowledge of personal and professional boundaries within the scope of job duties
- Ability to operate a vehicle in a safe manner.
- Ability to perform various housekeeping duties.
- Ability to communicate and maintain rapport with the public.
- Ability to work cooperatively within a group to make the work successful and effective.
- Ability to manage one's own time
- Ability to effectively communicate with supervisor regarding any incidents involving staff or clients.
- Ability to maintain an adequate level of professionalism and representation of Indian Child Welfare and the White Earth Nation
- Skilled in determining alternatives that would correct a situation.
- Skilled in ensuring clientele reach their destination on time and safely.

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 that fact and freedom from chemical use problems must be maintained during employment.
- Must be able to pass a background check and drug screening
- Must be available to work non-traditional hours to include holidays. after hours and weekends.

Mail Applications to: White Earth Tribal Council
Attention: Human Resources
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