



WHITE EARTH RESERVATION

VICE CHAIR & DISTRICT III Michael Fairbanks SECRETARY-TREASURER Michael LaRoque
DISTRICT I Henry Fox DISTRICT II Eugene Sommers DISTRICT III Cheryl "Annie" Jackson

Job Announcement

Position: Transportation Aide

Location: Naytahwaush, MN

Pay: \$19.45/hr.

Position Summary:

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

Position Outcomes:

- Obey all traffic laws.
- Responsible decisions with regards to road conditions.
- Record all mileage and save all gas receipts per trip.
- Responsible for completing all Pre and Post Trips on vehicles daily and reports and defects.
- Provide superior customer service while on duty.
- Competes daily logs of each client's trip per trip.
- Responsible for the coordinator and overall transportation of clientele to and from various appointments.
- Ensure all vehicles are being maintained per GSA & White Earth policies and procedure.
- Ensure all Policies and Procedures related to GSA vehicles are always followed and adhered to (related to accident and/or speed laws).
- Ensure all vehicles' exterior and interior are always clean and presentable.
- Adhere to CFR 42/HIPAA rules and regulations at all times.
- 6-month clear driving record prior to hire and maintained during employment.

Knowledge, Skills, and Abilities:

- Knowledge of vehicles maintenance and safe driving practices.
- **Knowledge of demographics, culture, customs and geography of the White Earth Reservation and Minneapolis/St. Paul Metro area.**
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the White Earth Behavioral Health Program.
- Knowledge of tribal and county health and social services programs.
- Ability to operate a vehicle in a safe manner.
- Ability to communicate and maintain rapport with the public.

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.**
- **Respond to both apparent and clients with special needs.**
- **Must pass a Net Study prior to hire.**
- **Must be able to pass a background check and drug screening.**
- **Must obtain a Defensive Driving Certificate within 6 months of hire.**
- **Must pass a required DOT (Department of Transportation) Physical Exam.**

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*