



WHITE EARTH RESERVATION

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

Job Announcement

Position: WEFT-Transportation Aide
Location: Strawberry Lake, MN
Pay: \$19.45/hr.

Benefits: Full

Open: 06-08-26
Close: 06-19-26
Status: Full Time

Position Summary:

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for transporting clients safely to and from medical appointments.

Position Outcomes:

- Plans trips and provides transportation to ensure clients arrive safely to designated destination.
- Responsible for completing all Pre and Post Trips on vehicles daily and report any defects.
- Completes daily logs of each client's trip per trip.
- Responsible for the Coordination and overall transportation of clientele to and from various appointments.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities Required:

- Knowledge of vehicle maintenance and safe driving practices.
- Knowledge of the demographics, culture, customs, and geography of the White Earth Reservation.
- Knowledge of tribal and county health and social services programs.
- 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 manage one's own time.

Qualifications Required:

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

Mail Applications to: White Earth Reservation Business Committee
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.*