



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: WESA Transportation Aide

Location: Rice Lake, MN

Pay: \$19.45/hr.

Position Summary:

This position is responsible for providing safe, reliable, and timely transportation services for clients participating in White Earth Behavioral Health programs and services. Transportation may include travel to and from behavioral health appointments, treatment services, court-related services, prevention activities, medical appointments, school meetings, cultural activities, recovery support services, and other approved program-related destinations. The Transportation Aide supports continuity of care by ensuring clients have consistent access to Behavioral Health services while maintaining confidentiality, professionalism, safety, and compliance with all Tribal, State, Federal, and insurance-related transportation requirements.

Position Outcomes:

- Provide safe, reliable, and timely transportation for Behavioral Health clients, youth, adults, elders, and families.
- Ensure clients arrive safely and on time to approved appointments, treatment services, recovery support activities, school meetings, court-related services, cultural events, and community-based activities.
- Make responsible driving decisions based on road, traffic, and weather conditions.
- Respond appropriately to emergencies, incidents, accidents, or client safety concerns and immediately notify the supervisor.
- Maintain appropriate professional boundaries during all client interactions.
- Complete accurate transportation logs daily for all client trips and activities.

Knowledge, Skills, and Abilities:

- Knowledge of safe driving practices and basic vehicle maintenance.
- Knowledge of the White Earth Reservation communities, geography, and travel routes.
- Knowledge of the demographics, culture, customs, traditions, and values of the White Earth Nation.
- Knowledge of confidentiality requirements, HIPAA, and professional boundaries.
- Ability to safely operate motor vehicles in varying road and weather conditions.
- Ability to communicate effectively with supervisors, staff, clients, families, and community partners.

Qualifications:

- High school diploma or GED.
- Valid driver's license and proof of current insurance for travel between sites and other business-related destinations.
- Must be at least twenty-one (21) years of age in accordance with organizational vehicle insurance requirements.
- Must respond appropriately to both apparent and potential clients with special needs.
- Must successfully complete and pass all required Minnesota Department of Human Services (DHS) and State background screening requirements, including NetStudy 2.0 and Social Services Information System (SSIS)/State Transfer System (STS) clearance requirements, prior to hire and throughout employment as applicable.
- Must pass a criminal background check and drug screening.
- Must obtain a Defensive Driving Certificate within six (6) months of hire.
- Must pass the required Department of Transportation (DOT) Physical Examination and maintain eligibility to operate agency vehicles.
- Must maintain compliance with all White Earth Nation, TAX, GSA, Tribal, State, and insurance-related transportation requirements and policies.

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