



# White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

Tel. (218) 983-4646

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## CHAIRMAN

Terrence Tibbetts

## SECRETARY-TREASURER

Tara Mason

## DISTRICT I

Steven "Punky" Clark

## DISTRICT II

Kathy Goodwin

## DISTRICT III

Eugene "Umsy" Tibbetts

## White Earth Reservation Tribal Council Job Announcement

**Position:** Drug Testing Technician

**Location:** Mahnommen

**Pay:** \$15.57/hr.

**Benefits:** Full

**Open:** 01-22-18

**Close:** 01-26-18

**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.

- Performs routine drug screens to ensure compliance with policies and procedures.
- Consults with third party drug testing facility to confirm results via email or agreed upon communications.
- Maintains and completes reports for internal and external services provided.
- Communicates with internal and external sources to ensure programs and organization is represented in a professional manner.
- Maintains DOT compliance and procedures.
- Performs other duties and responsibilities as required or assigned.

### Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Reservation Tribal Council and the Compliance department.
- Knowledge of 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 the demographics, culture, customs and geography of the White Earth Reservation.
- Ability to communicate effectively and professionally, both orally and in writing.

### Qualifications:

- **High School Diploma or equivalent and one (1) year experience in Drug Testing or related field.**
- **Prefer experience in administering drug tests.**
- **Must meet licensing requirements for Tribal-State Compact for Gaming and White Earth Reservation Gaming Ordinance.**
- **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](http://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.*