



White Earth Reservation Business Committee

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Terrance "Terry" 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: Transportation Aide OMC
Location: Bemidji, MN
Pay: \$15.57/hr.

Benefits: Full

Open: 05-14-18
Close: 05-25-18
Status: Full Time
(Will require weekend hours)

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible to maintain building and vehicles to provide safe and reliable transportation to all clients.

- Plans trips and provide transportation to ensure clients arrive safely to designated destination.
- Schedule and/or maintain vehicle to ensure vehicle performance to arrive safely at destination.
- Perform routine duties in order to provide a clean and orderly vehicle to ensure safety.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities Required:

- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Substance Abuse Program.
- Knowledge of the demographics, culture, customs and lifestyles of the White Earth Reservation.
- Knowledge of vehicle maintenance and safe driving practices.
- Knowledge of Tribal and County Health and Social Services programs.
- Ability to perform various housekeeping duties.
- Ability to operate a vehicle in a safe manner.
- Ability to communicate and maintain rapport with the general public.
- Ability to manage one's own time.
- Ability to work cooperatively within a group to make the work successful and effective.
- Skill in determining alternatives that would correct a situation.

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 able to 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

*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*