



# WHITE EARTH RESERVATION

**CHAIR** Terrence "Terry" Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy  
**DISTRICT I** Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene "Umsy" Tibbetts

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## Job Announcement

Position: Transportation Aide OMC  
Location: Bemidji, MN  
Pay: \$15.57/hr.

Benefits: Full

Open: 12-03-18  
Close: 12-14-18  
Status: Full Time

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](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  
Background Checks performed*