

Transportation Specialist



Pine Technical &
Community College
Community Job Board

COMPANY NAME

Mille Lacs Band of Ojibwe , Onamia, MN

DESCRIPTION

The Transportation Specialist (SUD) position within the Mille Lacs Band of Ojibwe HHS/Substance Use Disorder program provides transportation and support services to Band members participating in substance use disorder treatment and recovery programs. The role focuses on safely transporting clients to clinical appointments, sober support meetings, Sobriety Court, cultural gatherings, and other recovery-related activities. In addition to transportation, the specialist acts as a liaison between clients and service providers, helping coordinate access to health and social services when needed. The position requires maintaining accurate logs and reports for program tracking and reimbursement purposes. Strong communication, confidentiality, and cultural sensitivity are essential, along with knowledge of local health and social service resources. The work involves frequent driving and local travel with flexible scheduling. Candidates must have a high school diploma or GED, a valid driver's license, reliable insured transportation, and be insurable under the Band's auto insurance policy. The role supports recovery, engagement, and community connection through consistent, safe transportation services.

QUALIFICATIONS

- High school diploma or GED required
- Valid driver's license
- Reliable personal vehicle with current insurance
- Must be insurable under employer/Band auto insurance policy
- Knowledge of local health and social service resources
- Strong communication and interpersonal skills
- Ability to maintain confidentiality and work sensitively with clients
- Ability to maintain logs and complete monthly reports
- Experience/sensitivity to Native American culture preferred
- Ability to coordinate referrals and act as liaison with service providers
- Must pass any required background/drug/alcohol testing (implied policy context)
- Ability to perform frequent local travel and flexible scheduling

CONTACT INFORMATION

Mille Lacs Band of Ojibwe HR Generalist
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