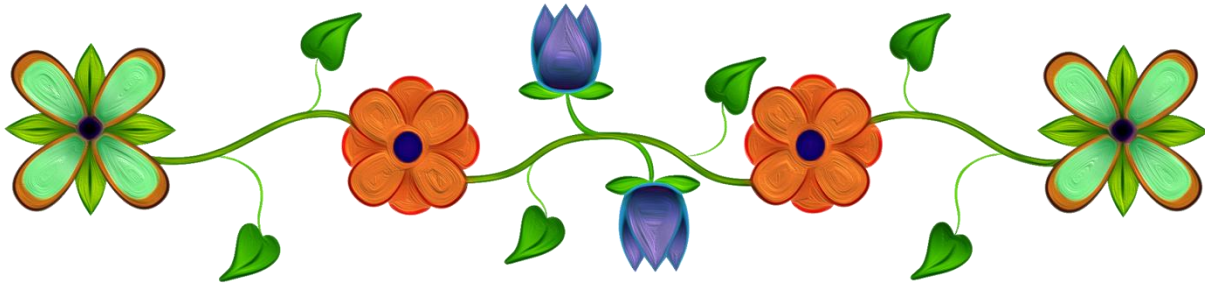


BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS



Bad River Health & Wellness Center

Open Monday-Friday 8am-4pm (Hours Vary by Dept.)

(715) 682-7133

53585 Nokomis Road

Ashland, WI 54806

Job Title: LTE Medical Transportation Driver (2)
Department: Health & Wellness Center
Hourly Rate: \$15.00/ hour
Full Time: LTE (6 Months)
Exempt: No/ Hourly
Supervisor: Medical Transportation Receptionist/ Assistant Clinic Administrator
Posting Date: Public
Opens: 06/08/2026
Closes: 06/22/2026 @ 4:30pm

Job Summary: The focus of this program is to provide non-emergent medical transportation to the Bad River community members.

Essential Duties and Responsibilities include the following.

- Transport clients to their scheduled appointments as scheduled by the receptionist through the Transportation Program.
- Keep accurate data logs on transport and submit them daily.
- Communicate with clinic receptionists to receive relevant data and instructions while maintaining a safe and professional driving environment for the patient including the completion of vehicle maintenance inspection before daily vehicle usage for safe and comfortable patient transport.
- Assist with transferring and balancing patients in the home and during transport.
- Perform patient registration functions; assemble charts, ensure the readiness of charts, file consults, reports, and other data
- Perform patient registration functions; registration of all new patients, ensure all registration data forms are filed in patient's health record, update patient's insurance, and making referrals to Medical Eligibility Benefits when necessary.
- Always maintain professionalism and good customer service.
- Greets all patients with respect and friendliness when arriving for transport.

- Works well with clinic staff to arrange transport schedules based on patient needs.
- Meet all patients at their front door when picking them up for transport.
- Other Duties as assigned.

Cultural Sensitivity: This position requires awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It requires the ability at all times to meet and deal effectively in contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Education and/or Experience

- High School Diploma or its equivalent.
- Must be willing and able to do fieldwork and attend program-related training.
- Experience in a healthcare facility preferred.

Other Skills and Abilities:

Required:

- This is a required driver position, must have a valid driver's license for size vehicle driver is operating as required by the State or local entity in which driver provides transportation and meet eligibility for tribal insurance.
- Must be 21 years of age or older.
- Maintain current CPR and Basic 1st Aid certification (Bad River Clinic will provide training if necessary).
- Able to care for passengers with a seizure (Bad River Clinic will provide training).

Background Check:

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly. This position requires a driver check, to meet eligibility for tribal insurance.

Language Skills:

- Must possess strong written and oral communication skills, must be familiar with current GPS, mobile devices, and the ability to read a map.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to sit for long periods. Must be physically able to make home visits

and/or transport clients. Position requires some walking, standing, bending, stooping, and occasional lifting up to 50lbs.

Work Environment: : The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the working environment is usually moderate. Subject to inside and outside environmental conditions, and occasional smoking environment.

Additional Requirements Successful completion of a background check. Compliance with tribal polices, codes of conduct and employee health standards including immunization requirements.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

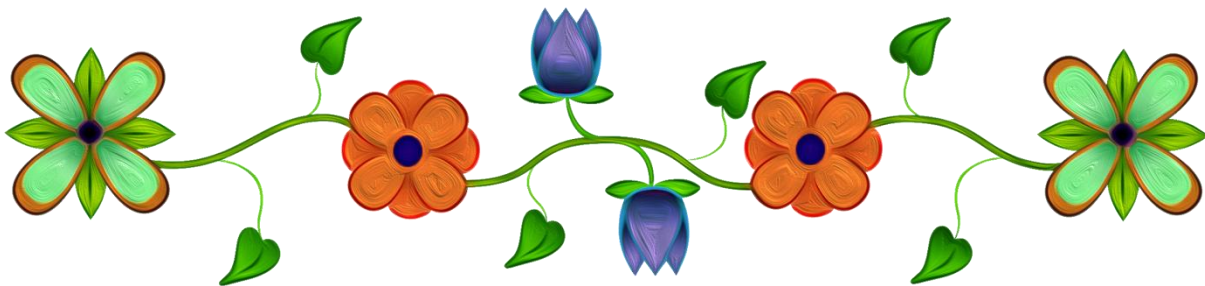
Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>



Application material may also be emailed to:

a.connors@badriverhwc.com

darcie.powless@badriverhwc.com