

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

---

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

---

**Job Title:** Medical Transportation Driver

**Department:** Health & Wellness Center

**Hourly Rate:** \$15.00/ hr

**Full Time:** 40Hrs/Week

**Exempt:** No/Hourly

(May Include Holidays &Weekends)

**Supervisor:** Med. Transport Receptionist/Assistant Clinic Administrator

**Posting Date:** Public

**Opens:** 06/30/2026

**Closes:** 07/14/2026 @ 4:30pm

---



**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

**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.

**Education and/or Experience:**

**Required:**

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.

**Reasoning Ability:**

Good interpersonal skills and ability to work with individuals and families with objectivity and courtesy. Understanding of whereabouts of surrounding medical facilities preferred. Ability to deal with frequent change, delays, or unexpected events. Diligent attention to detail and safety (such as observing safety and security procedures, adapting driving style to bad weather conditions, etc.). Ability to multitask and good customer service.

**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. Subject to inside and outside environmental conditions, and occasional smoking environment.

**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 contact with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required for this job include close vision, distance vision, ability to adjust or focus. The noise level in the working environment is usually moderate. Subject to inside and outside environmental conditions, exposure to outside weather conditions and driving within the conditions of it, exposure to adverse conditions while assisting clients in and out of the vehicle, and occasional smoking environment.

**Employees of the Bad River Health and Wellness Center must abide by the Bad River Health and Wellness Center Employee Health Policy. Employees must show proof of Tdap immunization or Pertussis booster, MMR, and will receive TB test if the employee has not had a test within 1 year upon hire.**

**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](mailto:a.connors@badriverhwc.com)  
[Darcie.powless@badriverhwc.com](mailto:Darcie.powless@badriverhwc.com)