



EMPLOYMENT OPPORTUNITY
Health & Wellness Transportation Driver
Internal
Part Time Employment

Posting Date: June 22, 2018

Closing Date: July 3, 2018

Under the supervision of the Home & Community Care Coordinator, the Health & Wellness Transportation Driver provides transportation of clients to and from the grocery store in a safe, secure and professional manner. They will also be responsible for picking up “meals on wheels” meals from the hospital on a weekly basis and delivering to client’s home.

Summary of Duties

- Transport clients utilizing the “Health & Wellness” vehicle in a safe and professional manner
- Coordinate with NOSH (Wilson Memorial General Hospital) weekly pick of client meals and deliver to Home & Community Care clients home based on agreed upon schedule
- Effective communication and time management with scheduling of clients on a daily basis.
- Complete inspections of vehicles and report all concerns to Home & Community Care Coordinator
- Maintain vehicle cleanliness
- Must be able to accurately complete daily activity logs
- Adhere to Policies and Procedures
- Assist clients as needed with carrying of groceries
- Other duties as assigned

Qualifications

- Ontario Secondary School Graduation Diploma (Grade 12). A copy of diploma must be attached to your job application. Or currently working toward your grade 12 diploma; proof will be required.
- Excellent communication skills, interpersonal, written and oral
- Must possess a valid G driver’s license
- Provide a clear driver’s abstract
- Ability to work flexible hours from Monday to Friday 8:30 am to 4:30 pm
- Valid first aid and CPR certification
- Current Criminal reference check
- Vulnerable Persons Check
- Must be physically able to assist clients with carrying of groceries as needed

Incomplete applications WILL NOT be considered and WILL automatically be screened out.

Please forward your cover letter and resume with three professional references by email to:

Recruitment@picriver.com

Debi Bouchie – Director of Operations
Biigtigong Nishnaabeg
Heron Bay, ON P0T 1R0

Deadline for applications is 12 noon on July 3, 2018

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