



EMPLOYMENT OPPORTUNITY

MEDICAL TRANSPORTATION DRIVER

Internal / External Posting
Casual Call-In Position

Posting Date: October 11, 2018

Closing Date: October 18, 2018

Under the direction of the Health & Social Service Director, the Medical Transportation Driver will provide clean, safe and reliable medical transportation for the community members of the Biigtigong Nishnaabeg. The medical driver will abide by all policies and procedures governing this program, and conduct him/herself in a professional manner.

Summary of Duties:

- Provide after hour/weekend and vacation coverage for fulltime Medical Transportation Driver.
 - Scheduling of appointments for clients, with every effort made to book appointments in groupings, or in a manner that is reasonable to be able to accommodate all needs of clients.
 - Transport community members of Biigtigong Nishnaabeg to and from medically necessary appointments in Marathon.
 - Transport community members of Biigtigong Nishnaabeg to and from the Greyhound bus terminal.
 - Pick up prescriptions at the local pharmacy upon request of designated Health Centre staff.
 - Contact the Health Centre on a regular basis to confirm any prescription pick-ups.
 - The medical driver will deliver the prescriptions to the client's home.

- Other Related Duties
 - The driver must ensure all certification and licensing are renewed and present proof to the Health & Social Service Director annually.
 - Obey all rules of the road, speed limits and safety regulations. All fines, parking tickets or vehicle infractions will be the sole responsibility of the driver.
 - Ensure all passengers wear seatbelts and/or restraints while the vehicle is in operation according to the Highway Traffic Act.
 - Assist the elderly, blind and disabled passengers to and from the vehicle.
 - Be fully knowledgeable regarding the use of wheelchair lift.
 - Assist wheelchair confined clients to and from medical vehicle and secure them safely using wheelchair lift safety restraints following wheelchair lift guidelines.
 - Responsible to schedule annual safety checks for the medical vehicle. The driver will inform the Health & Social Service Director when these are scheduled. Date and proof of annual safety inspection will be recorded on daily maintenance log.
 - Ensure that anyone under the age of sixteen must be accompanied by a parent or guardian.
 - Once a week the driver will do a thorough cleaning of the medical transportation vehicle. This will include cleaning the windows and vacuuming the vehicle.
 - Once a year the medical transportation van will be scheduled for professional cleaning and documentation of service will be recorded on daily maintenance log.
 - Keep an accurate record of all medical trips in the Local Medical Transportation Daily Log.

BIIGTIGONG NISHNAABEG

- Ensure that the medical transportation van is parked that the Health Centre when not in use.
- Responsible for attention to client safety by addressing client safety on a regular basis in community newsletters and Health & Social Service monthly staff meetings and Accreditation meetings.
- Ensure a work life and physical environment that supports the safe delivery of care and service to clients.
- Regularly participate in the Accreditation process and is aware of the Medical Van driver's role as it pertains to ongoing quality improvement and Accreditation.
- Attend annual training concerning client safety issues and concerns.

Qualifications:

- Ontario Secondary School Graduation Diploma (Grade 12).
- Class G Driver's License
- Current Criminal Reference/Vulnerable Sector Check
- Current Driver Abstract
- Valid certification in First Aid & CPR
- Demonstrated ability to maintain confidential information.
- Must be able to demonstrate conflict resolutions skills and ability to de-escalate high risk situations.
- Must be able to communicate effectively and have excellent interpersonal skills dealing with the public.
- Good organizational skills, with the ability to be flexible.
- Provides proof of physical ability to perform duties required of position
- Presents him/herself in a well-groomed, professional manner.

Knowledge and Experience:

- Knowledge of the Highway Traffic Act.
- Clear understanding of policies and procedures that outline behaviors to promote client safety.

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

Please forward a cover letter, resume and three professional references by email to recruitment@picriver.com

-or-

Line Schwantz – Human Resources / Payroll Coordinator
 Biigtigong Nishnaabeg
 P.O. Box 193
 Heron Bay, Ontario
 POT 1R0