



Job Posting – OPEN UNTIL FILLED

Life Long Care Program Driver – part time

STATUS: Contract, Part Time, 15 hours per week; Tuesdays- Thursdays

ACCOUNTABILITY: Reports to the Life Long Care Workers and ultimately accountable to the Executive Director.

POSITION SUMMARY: The LLC Driver provides medical transportation for the elderly, and chronically ill locally and out of town within a 1,000 km. radius round trip.

QUALIFICATIONS;

- Must possess and maintain a valid driver's license
- Ability to drive a multi-passenger vehicle safely and appropriately, including ability to read and interpret road signs in English,;
- Minimum 3 years driving experience and clean drivers abstract updated annually is required;
- Ability to communicate effectively orally and in writing;
- Ability to establish effective professional relationships with customers, co-workers, and upper level staff and employees;
- Ability to prepare concise and accurate records and reports;
- Extensive knowledge of the operations and features of assigned vehicle(s);
- Ability to recognize vehicle maintenance needs;
- Ability to perform minor vehicle repairs;
- Skilled in reasoning skills to interpret policies and procedures, maps, and route directions;
- Experience working with seniors, and transporting persons with disabilities;
- Current CPR & FIRST AID certification and ability to administer First Aid and CPR;
- Clean, courteous, friendly, and respectful;
- Experience working with Indigenous people an asset;
- Ability to hold information in the strictest confidence;
- Ability to work long hours for longer medical trips

We thank all interested applicants; however, only those selected for an interview will be contacted. While we encourage individuals of all background to apply, those of Indigenous descent will be given preference.

Please submit a cover letter, resume with three (3) references to:

Human Resources Coordinator

980 Cassells Street, NORTH BAY, ON P1B 4A8

Or via email: hrc@nbifc.org