



EMPLOYMENT OPPORTUNITY MEDICAL TRANSPORTATION DRIVERS On-Call Position



JOB SCOPE:

The On-Call Medical Transportation Driver provides safe and reliable transportation services to members of the Alderville First Nation who are eligible to access the existing Medical Transportation program. The On-Call Medical Transportation Driver provides local and out of town transportation subject to the medical transportation agreement and policy.

KEY JOB FUNCTIONS:

Administration:

- Keeps accurate records of his/her trips including daily recording of the odometer reading.
- Ensures vehicle is gassed up at the end of each working day; completes pre/post vehicle inspections.
- Reports any program complaints from clients in writing to the Medical Transportation Coordinator.

Liaison:

- Liaises with the Medical Transportation Coordinator to receive direction, guidance, and encouragement; discusses plans and priorities.
- Liaises with other staff with proper courtesy and teamwork.
- Liaises with the public to represent and promote the interests of the Alderville First Nation; works in a courteous, cooperative, positive, and pro-active manner; provides information as required.

Driving Related Duties:

- Drivers must not smoke nor be under the influence of alcohol and/or narcotics while working for AFN's Health and Social Services.
- Assist patients who are physically challenged by a disability or have limited mobility.
- Drivers will not make any unauthorized stops during a scheduled medical run unless previously authorized.
- Driver may refuse to transport anyone who he/she feels is under the influence of alcohol or narcotics or displays violent or harassment behaviors.
- Drivers are not permitted to take family members or friends on scheduled medical runs unless they are deemed as a required patient support which will be documented and prior approved.
- A driver is not required to babysit children during any waiting period.
- Report any mechanical problems noticed when operating vehicles.
- Drivers will not transport Alderville First Nation members in their personal vehicles.
- All Alderville First Nation Personnel and Operational Policies and Procedures will apply.

Minimum Qualifications:

- Grade 12 or equivalent experience.
- Must possess a valid class "G" driver's license and obtain class "F" if required.
- Must provide clear Drivers Abstract and demonstrate 1-2 years of driving experience in different environments (e.g., highway, city) and under various weather conditions.

Specialization required:

- Must be certified in the "Transportation of Dangerous Goods" and maintain this certification as required (*or willing to obtain*).
- First Aid & CPR with AED certification; ongoing renewal as required to maintain current certification.
- Valid driver's license and \$1M liability insurance.
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered).

Considered an asset:

- Knowledge and understanding of local Indigenous culture, traditions, teachings, community dynamics.
- Initiative and ability to work independently to meet deadlines.
- Ability to analyze problems, recommend and implement solutions.
- Good interpersonal skills to deal with First Nation residents.

Preferred Experience:

- Demonstrated knowledge of basic automotive mechanics.
- Knowledge of local and out of town medical facility locations.
- Must have experience in highway and inner-city driving.
- Must be able to follow Ontario Road maps and GPS systems.
- Must obey all traffic regulations including transportation of infants in an approved child safety seat and passengers must wear seatbelts.
- Preferred basic knowledge and skills of computers for reporting purposes.

Salary: \$20.81 per hour with a **minimum 3-hour call-in.**

Deadline: OPEN On-Call position – please apply ASAP.

How to apply: Applications must include a brief cover letter, resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

How to Contact:

Melissa Levesque, Human Resources Manager

Phone: 905-352-2011 ext. 217

Fax: 905-352-3242

Email: humanresources@alderville.ca

Applications can also be hand delivered to the reception area of the Alderville First Nation Administration Office located at 11696 Second Line Road, Alderville, Ontario K0K 2X0.

Note: Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply; however, members of Alderville First Nation and persons of Aboriginal heritage will be given priority. Qualified candidates who self-identify as members of AFN or as “Aboriginal” as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

Chief and Council retain the right to make the final decision on the selection of the successful candidate.