

Ojibway Nation of Saugeen
General Delivery
Savant Lake, Ontario
P0V 2S0 Canada

(807) 928 2824 Bus
(807) 928 2710 Fax



JOB TITLE: Medical Transportation Driver

The Ojibway Nation of Saugeen is looking for hardworking, energetic and reliable individuals to join our team as Medical Transportation Drivers!

DETAILS:

Starting Wage: \$16.00 per hour

Employment Status: Full Time & Part Time positions available

Hours of Work:

Full Time Role: Will be required to work a minimum of 35 - 40 hours per week (8 hours per day)

Part Time Role: Will be required to work up to 40 hours per week; hours will fluctuate

Location: Primarily based out of the Ojibway Nation of Saugeen

Start Date: As soon as Possible

Housing: Housing with position, negotiable

JOB OVERVIEW:

The Medical Transportation Driver will be responsible for providing ground transportation to community members to and from their scheduled medical appointment(s) to Sioux Lookout and Dryden locations, as coordinated by the Community Health Representative (CHR) and will ensure transportation charges are billed appropriately. The Medical Transportation Driver will also perform other transportation services, as required, and as deemed necessary, and will perform routine maintenance and upkeep of the medical van.

REPORTING STRUCTURE

The Medical Transportation Driver shall be under the direction and supervision of the Community Health Representative (CHR), for day to day services and the Health Director for the overall conduct of the service.

MAIN JOB TASKS AND RESPONSIBILITIES:

- Transports patients and community members by medical van to attend medical appointments outside of the Ojibway Nation of Saugeen Community to Sioux Lookout and Dryden locations (clinics, hospitals, emergency care, etc.).
- Provides safe and courteous driving services and ensures all passengers abide by all safety laws (seat belts, child seats, etc.)
- Calls ambulance services if an emergency occurs after hours.
- Provides other transportation services as required or deemed necessary.
- Ensures that transportation charges are billed appropriately, including submitting appropriate paperwork to the Medical Transportation Coordinator.
- Ensures the medical van is kept clean and in good working order at all times.

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- Reports any damages to the medical van immediately to the Medical Director and Band Manager (e.g. cracked windshield, flat tires, etc.) and any other maintenance concerns.
- Reports any accidents immediately to the Health Director and Band Manager.
- Requests supplies for the medical van, when required
- Fill up medical van with gas, as required and submits receipts
- Provides additional assistance and duties when required, as assigned by the CHR and Medical Director.

EDUCATION, EXPERIENCE, AND SKILLS:

- Grade 12 Diploma preferred or equivalent work experience/skills in a related field.
- Awareness of service providers within the regional area servicing the community of the Ojibway Nation of Saugeen.
- Experience working in a small community setting, with a preference for working in a First Nations community.
- Must be outgoing and have a caring attitude when working with medical clients.
- Must have excellent communication and interpersonal skills.
- Proven ability to work independently and within a team.
- First Aid, CPR certification an asset and/or willing to obtain.
- Must provide a clear driver's abstract and valid Ontario driver's license.
- Must be willing to take additional training as directed by the Health Director.
- Current and satisfactory Criminal Record Check with Vulnerable Sector Search, as well as current and satisfactory Child Abuse Registry Check.
- First consideration will be given to applicants who are members of the Ojibway Nation of Saugeen.
- Proficient written & verbal skills in English, with a preference for knowledge of the Ojibway language (verbal).

WORKING CONDITIONS:

- Willing to travel outside of the community to perform the duties of the position
- The Medical Transportation Driver must be available to work Monday to Friday, anytime between the hours of 7:00 am – 8:00 pm. Hours of work will not be 'standard' and will depend on when patient medical appointment times occur.
- The Medical Transportation Driver will be subject to a probationary performance evaluation after 3 months and if successful, annually thereafter.

Please submit your cover letter and resume to **v.mach101@gmail.com** by Friday, September 25th, 2020 @ 1:00 pm. All applicants must submit a resume and cover letter to be considered for this position. Please note only the successful candidates will be notified for an interview.

We would like to thank all applicants, in advance!