

VAN DRIVER

DEPARTMENT:	CSS IH - TRANSPORTATION
REPORTS TO:	CLIENT SERVICE MANAGER, CSS
STATUS:	PERMANENT CASUAL
SHIFT:	ALL SHIFTS
COMPENSATION:	\$15.323 /hr
UNION:	SEIU
AVAILABLE TO:	INTERNAL & EXTERNAL CANDIDATES
DATE POSTED:	DECEMBER 17, 2021

POSITION DESCRIPTION:

The Van Driver will coordinate daily operations of the Sprinter Van and perform transportation, administrative duties and assist other staff when necessary. The Van Driver will provide safe transportation of HHHS clients, following health and safety standards. In addition, this position will arrange for maintenance and care of the Sprinter Van.

QUALIFICATIONS:

- A valid Ontario G Driver's License with a clean and recent Drivers Abstract
- Ability to work a flexible schedule
- Valid certification in Emergency First Aid and CPR
- Working knowledge of safety standards for transporting frail, elderly and or disabled adults would be considered an asset
- Ability to work as part of a team
- Excellent communication skills in dealing with clients and stakeholders
- Good organizational skills and attention to detail
- Good time management and ability to adhere to a schedule
- Ability to perform the physical requirements of the position
- Be able to gather information and data and interpret it
- Working knowledge of computer software including MS Office
- Ability to maintain confidentiality
- Ability to work with seniors and adults with disabilities and their caregivers

In addition, the successful candidate must be available to work day, evening and night shifts, along with weekends and statutory holidays. An ability to attend work on a consistent basis is also a requirement.

SUBMIT APPLICATION AND RESUME TO:

**Human Resources
Haliburton Highlands Health Services
Box 115, Haliburton, ON K0M 1S0
E-mail: hr@hhhs.ca
Fax: 705-457-4609**

PLEASE QUOTE JOB NUMBER:

2021-83

DEADLINE:

December 27, 2021

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.