



Scarborough Centre for Healthy Communities (SCHC) is dedicated to meeting the diverse, holistic health needs of the people of Scarborough by addressing the physical, mental, social, financial and environmental aspects of their health. Through the promotion of healthy lifestyles and delivery of a comprehensive range of culturally competent health and social services, we cultivate vital and connected communities.

We are currently looking to hire a:

**Driver
Unscheduled Part Time
Early Morning, Evening and Weekend.**

The van driver provides reliable and courteous transportation service to seniors and adults with disabilities with safety as the top priority. For many clients that access this service it is their first point of entry into SCHC.

Reporting To: Manager, Community Support

Key areas of responsibility:

- Maintains defensive driving while obeying the laws of the road at all times
- Operates assigned vehicle in a safe and courteous manner
- Assists clients in and out of the vehicle
- Operates ramps and other devices
- Lifts and secures clients' assistive devices as needed into the vehicle
- Keeps the assigned vehicle(s) clean inside and outside
- Provides a communication link between clients and staff, and when necessary refer clients to Transportation Coordinator for referral to inter-agency programs and services
- Reads and interprets daily schedule and reviews maps and driving directions to plan the most efficient route service for clients
- Presents safety briefing to passengers prior to each trip departure
- Maintains accurate, up-to-date records on trip sheets, client transportation forms, vehicle maintenance, fuel purchases, incident reports, accident reports, vehicle condition reports and other records that are requested by the Coordinator
- Coordinates the schedule for major or periodic vehicle maintenance with the Coordinator to minimize service interruptions
- Responds immediately to accident or medical emergencies by notifying emergency response providers and administering First Aid until emergency personnel arrive
- Assists with Meals on Wheels and other Community Support Programs, as required
- Assists with follow up calls to clients, if requested by Coordinator

Educational and/or Professional Qualifications:

- High School Diploma
- Valid Drivers' Licence to drive in Ontario (subject to a Ministry of Transportation Drivers Abstract)
- Possess and maintains a safe driving record.

Level of Experience:

- Minimum three to five years driving experience.

Skills and Attributes

- Experience working with seniors and adults with disabilities is an asset
- CPR and First Aid Certificates are required, or willingness to receive training within 90 days of employment
- Ability to transport including lifting and carrying assistive devices (walkers/wheelchairs) in and out of agency vehicles
- Good verbal communication, organizational and time management skills
- Sensitivity to and awareness of cultural, racial and socioeconomic diversity within the community
- Ability to work independently
- A Provincial Class "F" Driving License is considered an asset
- Oral and/or written fluency in other languages relevant to the community the program serves is a definite asset
- Subject to a Ministry of Transportation Ontario Driver's Abstract.
- Basic computer skills

Significant Working Conditions

- This position will be comprised of contact driving with clients
- Flexibility of hours- evenings and weekend work will be required
- Successful individual must feel comfortable with all driving conditions including hazardous weather.

Remuneration: \$16.92 - \$19.22

Band: H

Please note: All other conditions of employment are set out in the collective agreement between SCHC and SEIU.

Please reply in confidence to HR:

By email: hr@schcontario.ca

Note: Please quote **DRIVER-UN** Position in the subject line.

Deadline: *Candidates are invited to apply no later than Friday June 14, 2019 by 5:00 pm.*

All applications must be received by this date for consideration.

We would like to thank all applicants; only those invited to interviews will be contacted.

Scarborough Centre for Healthy Communities is strongly committed to diversity within its community and inclusive workforce that reflects the communities that we serve. SCHC encourages applications from visible minority group members, women, aboriginal persons, persons with disabilities and members of sexual minority groups.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), SCHC will provide accommodation in all parts of the hiring process as required, upon request from applicants.

For more information about our programs and services, please visit our website at www.schcontario.ca.