



Internal and External Job Posting : Medical Driver

Big Grassy River First Nation requires a medical driver to provide client transportation to appointments in Rainy River, Emo and/or Fort Frances five (5) days per week.

DUTIES INCLUDE:

1. Safe, efficient operation and maintenance of vehicles to transport clients to local medical appointments in a timely manner.
2. Communicate with clients in a respectful, courteous, and professional manner.
3. Daily coordination of schedule with Esiniwab Health Centre staff.
4. Daily submission of appointment confirmations, upcoming appointment times provided by clients and other relevant paperwork as required.
5. Work with health team on community initiatives as available

PRIMARY QUALIFICATIONS

1. Grade 12 or equivalent
2. Class G driver's license (submit photocopy with application)
3. Good driving record (submit current driver's abstract with application)
4. Current criminal reference check (submit with application)
5. Good verbal and written communication skills
6. Willing to participate in training relevant to this position
7. Previous experience working with clients in health or related field

SECONDARY QUALIFICATIONS

1. Ability to speak Ojibway is an asset
2. Current First Aid/CPR certificate
3. Current defensive driving certificate
4. Alcohol and drug free preferred

SALARY- Commensurate with experience and qualifications

NOTE:

A complete job description is available at the health centre (Tel: 488-5457)

CLOSING DATE:

12:00 noon, Friday, May 20, 2016
Only potential candidates will be notified for interviews.

SUBMIT APPLICATIONS TO:

Lynne Gavin, *Band Manager*
Box 414, Morson, ON P0W 1J0
Tel: 807-488-5614
e-mail: lagavin@tbaytel.net
Or hand deliver to the *Band Office*