

**JOB OPPORTUNITY**  
**DRIVER – TRANSPORTATION PROGRAM, FULL-TIME**  
**COMPETITION #2023-74**

Please submit a cover letter and resume referencing the competition # to:  
[CAREERS@LLGAMH.ca](mailto:CAREERS@LLGAMH.ca)

**Salary Range:** \$19.34/hour - \$20.18/hour  
**Location:** Brockville  
**Job Type:** Full-time  
**Shifts:** Days  
**Reports to:** Clinical Manager

The Driver will assist in transporting clients to appointments, social / recreational events and vocational programs using a van owned or leased by Lanark Leeds and Grenville Addictions and Mental Health. They will work closely with the Transportation Admin Support who will provide the driver with a daily list of which clients need to be transported and the location of where the clients need to be picked up and dropped off.

**Primary Responsibilities and Duties:**

- Drive clients to medical appointments, social/recreational events and vocational programs
- Provide an understanding, empathetic and non-judgmental environment while driving the client to and from appointments and various events and programs
- Complete transportation report forms for each and every drive completed
- Report all maintenance concerns, damage, accidents, etc. to the Transportation Admin Support and Clinical Manager
- Complete vehicle safety check prior to picking up a client
- Complete COVID-19 cleaning tasks between clients
- Safely transport client to locations in a timely, safe and courteous manner
- Comply with LLGAMH policies and procedures

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[www.llgamh.ca](http://www.llgamh.ca)

Main Office  
25 Front Ave. W  
Brockville, ON  
K6V 4J2

Delta  
18 King St.  
Delta, ON  
K0E 1G0

Gananoque  
23 Mill St.  
Gananoque, ON  
K7G 2L5

Kemptville  
2671 Concession Rd.  
Kemptville, ON  
K0G 1J0

Prescott  
2652 County Rd. 2  
Prescott, ON  
K0E 1T0

Smiths Falls  
179 Elmsley St. N.  
Smiths Falls, ON  
K7A 2H8

**Qualifications:**

- Clear drivers abstract for previous three (3) years indicating no Highway Traffic Act convictions or suspensions, no criminal code convictions or suspensions and no loss of demerit points
- Satisfactory Vulnerable Sector police records check required
- Must have a minimum of a high school diploma
- Demonstrated crisis intervention skills/experience and ability to respond to crisis situations as they arise
- Must be over the age of 25
- Possess a valid Ontario Driver’s Licence, Class ‘G’
- Current First Aid and CPR Certification required
- Crisis Prevention Intervention training preferred
- Must be capable of driving for long periods of time
- Excellent knowledge of the United Counties of Leeds and Grenville and the County of Lanark and a good knowledge of the cities of Brockville, Gananoque, Kemptville, Prescott, Kingston and Ottawa
- Excellent knowledge of the Highway Traffic Act
- Ability to work independently and interdependently
- Effective communication, interpersonal, and conflict resolution skills
- Ability to manage time effectively
- Willingness to be flexible and adapt to change
- Demonstrate safe and defensive driving techniques
- Comfortable driving in both rural and urban settings and in a variety of weather conditions.
- Not subject to any health restrictions that may impair ability to drive safely (vision, hearing, perception, reflexes or taking medication (prescribed or over the counter) that may affect driving capabilities).
- Compliance with Policy AH-C5 COVID-19 Vaccination Policy.

Posted: November 9, 2023

Closing: November 15, 2023

*Internal applicants will be considered before external applicants. We thank all applicants for their expressed interest; however, only applicants selected for an interview will be contacted.*

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