

**JOB OPPORTUNITY
DRIVER, TRANSPORTATION PROGRAM, PART-TIME (0.50 FTE)
COMPETITION #2024-33**

Salary Range: \$20.11/hour - \$20.99/hour
Location: Brockville
Job Type: Part-time, 0.50 FTE
Shifts: Days
Reports to: Clinical Manager

Please submit a cover letter and resume referencing the competition # to:

CAREERS@LLGAMH.ca

The Driver will transport clients, using Agency-owned vehicle(s), for a variety of purposes including but not limited to medical appointments, vocational appointments and recreational activities. The Driver will provide transportation for rural clients for the purpose of purchasing groceries, completing laundry, or other approved purposes.

Primary Responsibilities and Duties:

- Transport clients to pre-determined locations in a timely, safe and courteous manner.
- Work closely with Administrative Support.
- Provide an understanding, empathetic and non-judgmental environment.
- Complete transportation report forms for every drive completed.
- Complete van inspection reports as required.
- Report all maintenance concerns, damage, accidents, to the Manager.
- Complete a vehicle safety check prior to every shift.
- Maintain regular and open communication with Administrative support.
- Complete cleaning and disinfecting between clients.
- Submit invoices, statements and other financial information as required.
- Encourage and facilitate client/member participation in community activities.
- Comply with LLGAMH policies and procedures.

Education and Specific Training Requirements

- Clear drivers abstract obtained through the Ministry of Transportation demonstrating a clean driving record for the most recent period of three (3) years.
- Current satisfactory vulnerable sector criminal reference check.
- Must be over the age of 25 and have a valid 'G'-class Ontario Driver's Licence.
- Current First Aid and CPR Certification is required.
- Safe Management Systems training (Crisis Prevention Intervention, or Non-Violent Crisis Intervention training) required or willingness to obtain within six (6) months.
- Must have a minimum of a high school diploma or equivalent.

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.

Relevant Experience, Knowledge and Skill

- Two (2) years experience working in transportation preferred.
- Excellent knowledge of the Highway Traffic Act.
- 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.
- Working knowledge of community resources.
- Ability to Relate to clients in a caring, respectful and non-judgmental way.
- Effective communication, interpersonal, and conflict resolution skills.
- Ability to work independently and as part of a multi-disciplinary team.
- Ability to manage time effectively.
- Willingness to be flexible and facilitate change.
- Ability to drive in both urban and rural settings in a variety of weather conditions including snow, rain, wind, ice rain.
- Knowledge of safe and defensive driving techniques.
- Must not be 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.

Working Conditions

- Job requires physical stamina to get in and out of a vehicle on a regular basis, drive for extended periods of time, and climb stairs. Some standing and walking is required.
- Additional physical exertion may be required to support physically challenged clients, brush snow off vehicle, chip ice rain from vehicle windows.
- Position may require occasional lifting and carrying.

ACCESSIBILITY

LLGAMH is committed to providing diversity, equity, and accessible employment practices, in compliance with the Accessibility for Ontarians with Disabilities Act. If you have accommodation requests related to your employment, please contact Human Resources.

Posted: June 11, 2024

Closing: June 18, 2024

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