



WOODLAND CREE FIRST NATION
General Delivery, Cadotte Lake, Alberta, T0H 0N0
Phone: 780-629-3803 Fax: 780-629-3865
Toll Free: 1-800-465-8029

EMPLOYMENT OPPORTUNITY PART-TIME MEDICAL TRANSPORTATION DRIVER

Under the functional supervision of the Transportation Coordinator and the direct supervision of the Health Director, the Medical Van Driver will deliver safe and efficient medical transportation to the members of the Woodland Cree First Nation #474 community.

DUTIES

1. Ensure clients have a high quality of transportation services available by:
 - Operating and maintaining the medical van as described in the approved policies and procedures.
 - Picking up and returning clients in a scheduled manner that will allow adequate time to make the appointments without causing undue stress for clients. Advise clients a day before of their pickup time for appointments. Be polite and courteous.
 - Always treating all clients with courtesy and respect. Ensure the clients comfort and needs are always met to the best of your ability.
 - Assisting and accompanying those clients who are disabled or Elders in and out of the van, and into their appointment site.
 - Where possible, acting as an interpreter for the Elders or others requiring this service.

2. Ensure administrative/policy requirements are performed:
 - Maintaining accurate and up-to-date records of all medical trips and turn them into the Medical Transportation Clerk daily.
 - Handing in to all time sheets and expenses related to the medical van drivers to the Medical Transportation Clerk for verification before being submitted for payment.
 - Maintaining contact with the Transportation Clerk to always ensure awareness of driver and vehicle location.
 - Having a clear understanding of the transportation policies and procedures so as to be able to explain them to the community members as required.
 - Verbally reporting and completing required incident reports on any incident with van operation or clients to the Medical Transportation Clerk immediately.
 - Attending relevant training as requested or approved by the Director of Health.

3. Displays positive work ethics by:
 - Being punctual for work and for the pick-up of every client.
 - Obtaining advance approval from the Director of Health for any time booked off.
 - In the case of illness, immediately contacting the Medical Transportation Clerk so that alternate arrangements can be made. In the event the Medical Transportation Clerk is not on duty (i.e. outside Health Centre hours), arrange immediately for a relief driver and then contact the Medical Transportation Clerk as soon as possible to advise of the change.
 - Ensuring client confidentiality is maintained.

Additional requirements:

- Willing, capable and flexible in working to meet the needs of the program.
- Possess valid Class 4 Alberta driver's license.
- Willing to provide a copy of your driver's license.
- Willing to provide a copy of all safety training certificates "S" endorsement, First Aid and other driving qualifications including air brakes endorsement, etc.
- Willing to provide permission to access an annual driver abstract.
- Willing to provide an RCMP Police Information Check for review every 12 months.
- Willing to provide a Child Welfare Record Check for review every 12 months.

Qualifications:

- A defensive driver certificate (preferred)
- A clear drivers abstract
- A valid Standard First Aid Certificate (with C.P.R.)
- Excellent written and oral communication /organizational skills
- The ability to work well as a team member
- The ability to understand and speak fluent Cree
- Must reside in the community and have access to reliable transportation to meet the demands of the job.

The position will remain open until a suitable candidate is found.

Please send your Resume, current clear Criminal Record check and a cover letter to:

Ashley Furlong, Human Resources/ Kindy Kramer, Director of Executive Services
General Delivery Cadotte Lake, AB T0H 0N0

Email: hr@woodlandcree.net

CC: kindy@woodlandcree.net

Fax: (780) 629-3865