

Job Posting: **Vehicle Maintenance / Medical Transportation Driver**

Heskw'en'scutxe Health Services Society is a non-profit organization providing health services, Home Care and Community Health nursing services for adults, elders and families and staff members of the Cooks Ferry and Siska Indian Bands.

HHSS has an immediate opening in our health services office working from both locations for a **Vehicle Maintenance / Medical Transportation Driver** to provide transportation services.

Heskw'en'scutxe Health Services Society is looking for a compassionate, caring, responsible and reliable person to join our team. HHSS **Vehicle Maintenance / Medical Transportation Driver** conducts vehicle inspections and provides safe and timely community member focused transportation services for stable and non-emergency Home Care clients needing to get to and from medical / dental appointments and special events. Driving and friendly client service are key skills for this role.

Terms: full-time availability needed Monday – Friday 8:30 – 4:30 pm **Hourly wage: \$14.00**

Location: We serve 2 locations, the communities of Siska and Cook's Ferry

HHSS provides medical transportation vehicles and covers all the expenses including insurance, maintenance and gas for transporting clients.

Drivers will provide safe transportation, assist the passenger as needed, be compassionate and understanding of the client's needs. We are looking for someone who has the following qualities:

- Is a non-smoker
- Calm and mature
- Easygoing, flexible and personable
- Good listener / follows instructions
- Demonstrates knowledge of vehicle inspection and maintenance schedules

Responsibilities:

- Ensure safe and timely transportation of clients to their scheduled appointments or special events
- Pick up clients at designated locations, transport to their medical location and return
- Maintain secure and confidential handling of all documentation
- Assist passengers with accessibility in the vehicle, as well as escort client to and from the appointments
- Conform to all BC highway traffic laws
- Assure client's doctors / medical office assistant signs Confirmation of Attendance Forms
- Conduct daily & weekly vehicle safety inspections, keep record of inspections, maintenance schedules and arrange for routine service and repair of vehicles as required
- Clean medical transportation vehicles after each use and per a schedule, wash vehicles weekly
- Other related duties as assigned by the Health Manager or designate

Credentials: Valid Driver License; Clear Criminal Record Check and Candidates must have a clean driver abstract. First Aid/CPR - Drivers must also provide a CPR certificate or be willing to take this training within the first 3 months of employment. All qualified persons are encouraged to apply; priority will be given to qualified, First Nation community members.

We thank all applicants however only those selected for an interview will be contacted.

Please submit a cover letter and resume with three work related references to:

Andrea Elliott, Health Director

email: andrea.elliott@hssbc.ca

Heskw'en'scutxe Health Services Society 3691 Deer Lane Box 188 Spences Bridge, BC V0K 2L0

Closing Date: March 28, 2018 or until filled