



Medical Transportation Drivers

Department: Health Services

Posting Date: September 16, 2022

Location: Nipissing First Nation, ON

Schedule: Hours are not guaranteed and are based on client need for service.

Job type: Casual, Contract End date March 31, 2023

Vacancies: 3

Reports To: Director of Health Services

Medical Transportation Driver's are an important service to the members of NFN. The Medical Transportation Driver is responsible for providing transportation services to and from medical appointments for client and their approved medical escorts. As appointments vary, Medical Transportation Drivers are required to meet a flexible schedule including days, evenings, weekends, split shifts, and statutory holidays according to the needs of the clients.

What you'll do in the role

- Maintain contact with Health Services for scheduling, changes and other communication needs.
- Based on schedule provided, contact clients by work cell phone to arrange a mutually agreed upon pick up time and location
- Complete and submit reports including weekly confirmation of appointment log, and incident reports, as required
- Complete and document a vehicle circle check at the start and end of each shift
- Ensure the safety kits are stocked and on board the medical transportation vehicle
- Schedule and attend to regular vehicle maintenance and servicing (i.e., tire changes, oil changes) and cleaning as required
- Complete and submit administrative reports such as leave forms in a timely manner
- Provide orientation and training to new Medical Transportation Drivers as required and directed

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- Casual dress
- Better than average vacation and leave packages

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe



Employment Opportunity

- Must have Minimum of 3 years with an Ontario full Class G Drivers' License
- Recent (within 3 months) and clean Ontario Driver's Abstract
- A recent (within 3 months) and clean Criminal Records and Vulnerable Persons Check
- Current First Aid and CPR with AED or willingness to obtain upon employment
- Minimum of 25 years of age for insurance liability
- Excellent communication and customer service skills
- Knowledge of First Nation culture and language is an asset
- Knowledge of First Nation wellness and priorities
- Knowledge of applicable motor vehicle regulations
- Excellent and safe driving skills
- Excellent written and verbal communication skills and the ability to use mobile devices
- Excellent interpersonal skills, problem solving abilities and conflict resolution skills
- Excellent time management and organizational skills
- Ability to work in a manner respectful of First Nations culture, values, and beliefs
- Ability to protect the personal health information of clients and maintain confidentiality
- Ability to act professionally and work with minimal supervision
- Ability to work flexible hours

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing September 30, 2022 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- If no suitable candidate is found, the process will proceed to Stage Two.

Closing October 7, 2022 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application.
- If no suitable candidate is found, the process will proceed to Stage Three.

Closing October 14, 2022 - 3rd Round

- Opportunities are open to all applicants (status and non-status).
- The posting will be open until filled.

Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions. Work experience and training opportunities are taken into consideration when screening applications. Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.



Employment Opportunity

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.