



EMPLOYMENT OPPORTUNITY

Medical Transportation Driver

Department: Health Services

Posting Date: June 13, 2025

Location: Nipissing First Nation, ON

Schedule: Average of 30 hours or more

Job type: Permanent – Full Time

Vacancies: 2

New or Existing Position: Existing

Reports To: Health Services Operations Supervisor

Hourly Range: \$22.85 – \$30.15

What you'll do in the role

- Provide transportation to and from medical appointments for clients eligible for Non-Insured Health Benefits (NIHB).
- Retrieve and review weekly schedules, contact clients to arrange pickup times, and maintain appointment logs.
- Report client issues to NIHB Program Assistant and refer appointment bookings through the main office.
- Conduct pre- and post-shift vehicle inspections and ensure safety kits and documents are in place.
- Manage vehicle maintenance, cleaning, and scheduling of services.
- Ensure confidentiality and professionalism when interacting with clients.
- Submit leave requests and documentation as required.
- Participate in training, performance reviews, and the onboarding of new drivers.

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
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance.
- Better than average vacation and leave packages.



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What you bring to the table

- Respect for indigenous culture and willingness to learn Ojibwe.
- Ontario Class G Driver's License with 3+ years driving experience.
- Clean Criminal Records and Vulnerable Persons Check (within last 3 months).
- Current First Aid and CPR with AED (or willingness to obtain upon employment).
- Strong knowledge of First Nation culture, wellness, and client confidentiality.
- Knowledge of First Nation wellness and priorities
- Knowledge of applicable motor vehicle regulations
- Excellent and safe driving skills
- Excellent problem-solving, and time management skills.
- Excellent written and verbal communication skills and the ability to use mobile devices.
- Ability to work independently and respectfully.

APPLICATION DEADLINES:

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

Closing June 27, 2025 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

Closing July 4, 2025 - 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
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

Closing July 11, 2025 - 3rd Round

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



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*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.*

Are you a member of NFN? If so, please read below:

- ✓ 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.

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