



Employment Opportunity

Walking Alongside Services Driver

Department: Social Services – Walking Alongside

Posting Date: August 29, 2025

Location: Nipissing First Nation

Schedule: Part-time, 20 hours per week/ Days, evenings and weekends as needed

Job type: Permanent

Vacancies: 1

New or Existing: New

Reports To: Manager, Walking Alongside Services

Salary Range: \$41, 587.00 – \$54,873.00

Nipissing First Nation (NFN) is seeking a reliable individual to join our team as driver. In this role, you will provide transportation services for clients attending pre-booked events, appointments, and approved services within the Walking Alongside Services programs and Social departments.

What You'll Do in the Role

- Uphold confidentiality and always maintain professional boundaries
Represent NFN positively in the workplace and community
- Retrieve and review weekly transportation schedules from Family Support Coordinator
- Contact clients by work cell phone to confirm a mutually agreed upon pick up time and location
- Book Vehicle use in Share Point, as per pre-determined schedule
- Complete and submit reports including weekly confirmation of appointment log and incident reports, as required
- Notify Family Support Coordinator of client concerns or issues impacting services
- Refer all requests for transportation to the Family Support Coordinator to ensure appointments are booked accordingly
- Transportation is provided to those participants named in the booking., and only the planned stops confirmed in advance
- Any unclear, or altered arrangements must be reviewed with coordinator prior to commencing transportation
- Ensure that all vehicle registration and insurance documents are current
- Complete and document a vehicle circle check at the start and the end of each shift
- Ensure the safety kits are stocked and on board the transportation vehicle



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- Schedule and attend to regular vehicle maintenance and servicing (i.e., tire changes, oil changes) and cleaning as required
- Report any vehicle issues to Family Support Coordinator
- Complete vehicle log for each individual trip including logging KM's destination and pick up locations
- Fill the gas tank to ensure the vehicle is prepared for the next shift
- Remove all garbage, supplies etc. From vehicle after each use and sign log
- Ensure the WAS vehicle has one spare jug of windshield fluid on board appropriate for the season
- During the winter season remove snow and ice from the vehicle prior driving
- Reporting Accident to Manager and proper authorities as per Ontario Driving Transportation Standards
- Reporting incidents involving staff or participants using the Incident Report Form for NFN located in COM-Human Resources SharePoint
- Notifying Manager of impending leave including sick day
- Complete and submit leave requests in UKG system in a timely manner
- Submit identification documents as required (current drivers' license, criminal records check, drivers abstract)
- Participate constructively as a team member in staff meetings, workshops, and training sessions as required
- Participate in a performance appraisal and/or employee feedback process
- Keep work calendar current and up to date

Reasons to Join Nipissing First Nation (*unchanged for every posting*)

At NFN, we don't just offer a job, we offer a purpose-filled career in service to our community. Our workplace is one where learning is encouraged, growth is supported, and our culture is celebrated.

- ✓ Work with a passionate team rooted in community values
- ✓ Be part of an inclusive, supportive work culture
- ✓ Competitive salary and defined contribution pension plan
- ✓ Comprehensive benefits package – medical, dental, vision, life, and disability
- ✓ Business Casual dress and modern workplace practices
- ✓ Training, mentorship, and ongoing development opportunities



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Vacation Time:

Start with three (3) weeks of vacation, plus enjoy a two (2) week paid office closure over the December holiday season – giving you time to rest, reset, and reconnect.

Additional Leave:

We offer better-than-average leave benefits to support your health, wellness, and work-life balance.

• What You Bring to the Table

- Must have valid Class G Drivers License
- Must have a minimum of 3 years of professional driving or transportation coordination experience.
- Must be at least 25 years of age for insurance liability purposes.
- Recent (within 3 months) and clean Criminal Records Check for Vulnerable Persons and Child Welfare Check.
- Willingness to undergo random driver abstract reviews if required.
- Current First Aid and CPR with AED certification, or willingness to obtain upon employment.
- Excellent driving skills with a strong understanding of motor vehicle regulations and safety standards.
- Strong verbal and written communication skills.
- Proficiency in using mobile devices for scheduling and communication.
- Customer service orientation with a respectful and empathetic approach to client interaction.
- Strong interpersonal skills, including: Problem-solving, Conflict resolution, Team collaboration
- Effective time management and organizational abilities.
- Ability to work independently with minimal supervision.
- Ability to maintain confidentiality and protect personal health information.
- Flexibility to work varied hours, including evenings, weekends, split shifts, and holidays.
- Strong communication and interpersonal skills
- Ability to maintain confidentiality and separate work from personal life in a close-knit community
- Cultural awareness and respect for Indigenous traditions and values
- Knowledge of First Nation wellness priorities and language is considered an asset.
- Demonstrated cultural sensitivity and awareness in service delivery.



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Application Deadlines and How to Apply

Nipissing First Nation follows a structured and fair hiring process. Please identify your eligibility clearly in your application.

Round 1 – Closing September 12, 2025,

Only open to registered Nipissing First Nation members.

(Round 1 applicants will be considered at this stage.)

Round 2 – Closing September 19, 2025,

Only open to spouses and children of registered NFN members and registered members of other First Nations.

(Round 2 applicants will be considered at this stage.)

Round 3 – Closing September 26, 2025,

Open to all applicants (status and non-status).

Posting will remain open until the position is filled.

If you are excited by this opportunity and want to make a meaningful impact with Nipissing First Nation, please submit your **cover letter and resume** to:

 resumes@nfn.ca

 **Deadline: 4:30 p.m. on the date assigned to your eligibility round**

Are You a Member of NFN?

Nipissing First Nation is deeply committed to the training, development, and employment of our members. ***We strongly encourage NFN members to apply,*** even if you don't meet every qualification. Your lived experience matters, and we consider all aspects of your background in the hiring process.

As per **Section 24(1)(a)** of the *Ontario Human Rights Code*, **preference will be given to First Nation applicants.**

***Miigwech to all applicants for your interest.
Only those selected for an interview will be contacted.***



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