



**Opaskwayak Health Authority  
Beatrice Wilson Health Centre  
Job Posting**

Opaskwayak Health Authority is seeking qualified individuals to fulfill the role of one (1) part time  
**Medical Van Driver.**

**Job Summary:**

Reporting to the Non-insured Health Benefits Manager, Medical Van Drivers are responsible for transporting OCN community members to local medical, vision & dentist appointments in a safe & healthy manner in compliance with applicable workplace safety & health standards. Medical Van Drivers are responsible for documenting, completing & submitting daily logs, maintenance records & client information for reporting purposes; communicates with the Non-insured Health Benefits Dispatcher, clients, escorts, staff & the public always ensuring confidentiality; works in a multidisciplinary team & may be called upon to assist with other duties within the scope of the program.

**Position Requirements:**

- Grade 12 or GED equivalent
- Valid Manitoba Class 4 Driver's License & clear driver's abstract
- 1-year related experience

**Closing Date: August 14, 2023 at 4:00pm. No late submissions will be accepted.**

**Applications must include:**

- A **cover letter** that clearly indicates how you meet the position requirements
- **Resume**
- Copy of **credentials/certificates** (licenses, training, education)
- Three **professional letters of reference** (2 supervisor or manager and 1 colleague) – or – contact information for same (include position / title, current place of employment, phone number & email).
- **Criminal record with vulnerable sector, adult abuse registry & child abuse registry checks** – less than 1 year old (or indication that they have been applied for)
- **Personal contact information** (phone & email)

Your application will not proceed to interview without this information. Please note that only those selected for an interview will be contacted.

**This is a preference competition.** All applicants are encouraged to apply, however first consideration for this competition will be given to current OCN employees, OCN members, and Indigenous applicants. Applicants are requested to self-declare at the time of application.

To obtain a complete job description, for additional information or to apply for this position please contact or submit your application to:

**Crystal Krost, Personnel Support**  
Opaskwayak Health Authority  
Box 10280, 245 Waller Road, Opaskwayak, MB R0B 2J0  
Email: [hr@ocnhealth.com](mailto:hr@ocnhealth.com)

Please mark all correspondence "**CONFIDENTIAL**".

**Please visit our website: [www.beatricewilsonhealthcentre.ca](http://www.beatricewilsonhealthcentre.ca) for job postings.**