



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

Opaskwayak Health Authority is seeking qualified individuals to fulfill the role of one (1) casual **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: Open until filled.

Applications must include:

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

Your application will not proceed to an 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 apply please submit your application to:

Adrienne Reason, Human Resource Manager
Opaskwayak Health Authority
Box 10280, 245 Waller Road, Opaskwayak, MB R0B 2J0
Email: hr@ocnhealth.com

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