



Opaskwayak Health Authority Beatrice Wilson Health Centre External Job Posting Van Driver

Opaskwayak Health Authority is seeking a qualified individual to fulfill the role of **Full Time Van Driver** in the **Jordan's Principle** Integrated Care Team.

Job Summary

Reporting to the Jordan's Principle ICT Services Coordinator, the Jordan's Principle (JP) Van Driver is responsible for transporting OCN community members to local medical, vision and dentist appointments in a safe and healthy manner in compliance with applicable workplace safety and health standards. The JP Van Driver is responsible for documenting, completing and submitting daily logs, maintenance records and client information for reporting purposes, communicating with the Jordan's Principle Dispatcher, clients, escorts, staff, and the public, always ensuring confidentiality. The JP Van Driver works in a multidisciplinary team and 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 and a clear driver's abstract
- Certificates – First Aid, CPR, WHMIS (preferred)
- 1 year of related experience
- Knowledge of Manitoba Public Insurance Guidelines, driving laws, knowledge of OCN & surrounding areas
- Excellent listening, communication, and interpersonal skills
- Excellent time management and organizational skills
- Ability to maintain confidentiality of information
- Ability to perform routine vehicle maintenance
- Ability to push wheelchair with occupant up to 300 lbs total weight for distances up to 12 feet
- Satisfactory employment record including attendance at work

Closing Date: Open Until Filled.

Applications must include:

1. A **cover letter** that clearly indicates how you meet the position requirements
2. **Resume**
3. Copy of **credentials** (degree, licenses, certificates, diploma, training, education)
4. Three **professional letters of reference** (colleague, supervisor or manager) – or – **contact information** for same (include position/title, current place of employment, phone number and email)
5. **Criminal record check with vulnerable sector check, adult & child abuse registry checks** (no more than a year old - or indication that they have been applied for)
6. **Personal contact information** (phone & email)

Your application will **not** proceed with an interview without the above information. Please note that only applicants 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 Indigenous applicants. Applicants are requested to self-declare at the time of application.

For additional information or to apply for this position please contact or submit your application to:

Human Resources

Opaskwayak Health Authority
Box 10280, 245 Waller Road, Opaskwayak, MB R0B 2J0

Email: hr@ocnhealth.com

Please mark all correspondence "**CONFIDENTIAL**"