



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

Opaskwayak Health Authority is seeking one (1) qualified individuals to fulfill the role of 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: Open Until Filled.

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.

To obtain a complete job description, 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"**.

Please visit our website: www.beatricewilsonhealthcentre.ca for job postings.