



**SERDC
HEALTH**

Southeast Resource Development Council Corp.

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Employment Opportunity

TERM POSITION

Medical Driver

Southeast Resource Development Council Corporation (SERDC) is seeking individuals who are community-driven and are willing to make a difference in First Nations health.

BERENS RIVER

The Medical Driver will be a point of contact for clients. This role is integral and requires the ability to communicate with clientele with respect and dignity, while working in a physically demanding and fast-paced environment.

BLOODVIEN

The Medical Driver must be dependable and reliable with excellent time management skills and attention to detail, with a high level of professionalism and uphold strict confidentiality within this role.

BROKENHEAD

Position Responsibilities

- Transport clients utilizing company vehicle in a safe and professional manner.
- Ongoing communication with Intake Coordinators via cellphone and supplied two-way radio unit abiding Provincial Traffic Laws.
- Map out driving routes ahead of time to determine the most expedient time.
- Log client arrival and departure times and any other necessary notes.
- Complete vehicle inspection report before and after each shift
- Complete and perform cleaning and sanitization checklist after each occupant.
- Pick up clients from the appointed location and at the time required (airport, lodging, medical apt, private residence).
- Transport clients to appointed destinations (i.e., airport, private residences, medical apt, lodging).
- Assist passengers with loading and unloading of baggage, and safely stow/retrieve baggage in the areas provided.
- Assist passengers to board and disembark, as needed.
- Ensure seat belt use and sufficient child safety seats as needed and in accordance with Federal, Provincial and Municipal Safety Regulations and Guidelines.
- Clean and sanitize vehicle after each passenger use in accordance with policies and procedures.
- Listen to traffic and weather reports to stay up to date on road conditions.
- Adjust the route to avoid heavy traffic or road constructions, as needed.
- Follow and adhere by AIA policies and procedures.
- Answer clients' questions about the area and local places of interest.
- Ensure non-smoking and alcohol and drug free policy.
- Always maintain cleanliness of interior and exterior of vehicle.
- Ability to work well independently, and as a member of a team.

HOLLOW WATER

LITTLE BLACK RIVER

LITTLE GRAND RAPIDS

PAUINGASSI

POPLAR RIVER

- Courteous, responsible, and always maintain a clean appearance with identification tag clearly visible.
- Operate vehicles without incident.
- Remove AIA site waste to assigned waste transfer station.

Qualifications

Essential:

- Grade XII or equivalent
- Valid class 5 driver's licence and access to reliable personal transportation
- Previous experience providing transportation services.
- Ability to retain information, which is of a confidential nature.
- Ability to adapt readily to stressful and fast-paced situations.
- Great verbal communication skills with strict attention to detail.
- Possess strong interpersonal skills to maintain relationships with clients.
- Ability to prioritize under pressure, with excellent time management skills.
- Possess excellent organizational skills, work independently, take initiative, and have a strong work ethic.
- Ability to work effectively as a team - work well with others and is confident in all aspects.
- Capable and flexible to work shift hours: days, evenings, weekends.
- Individuals must be double vaccinated and provide proof of vaccination

Physical Requirements:

- Capable to walk, stand, bend, twist, lift, and reach continuously throughout the entire shift
- Capable to lift at least 30lbs.
- Exposure to chemical substances, moisture, odour, noise, dust/grime, and interruptions.
- Contact with clients and staff/contractors.

Desired:

- Ability to communicate/speak in a First Nations language(s) (i.e., Ojibway/Cree/Oji-Cree, etc.) and/or previous exposure to First Nations communities and cultures would be a definite asset.
- Transportation of dangerous goods.

Conditions of Independent Contractor Agreement:

- Valid Class 5 Driver's License
- Must produce a clean Driver's Abstract
- Must produce a satisfactory Criminal Record Check (including Vulnerable Sector Search).
- Must produce a satisfactory Child Abuse Registry Check.
- Must produce a satisfactory Adult Abuse Registry Check

SERDC recognizes the importance of building an exemplary service delivery organization that is equal, inclusive, and reflective of the population it serves. Preference will be given to qualified SERDC or First Nation members who voluntarily self-declare in their application.

*****Reasonable accommodation is available upon applicant request.**

This is a term position until March 31st, 2022. Consideration will be given to those hired for the term position for future full time permanent roles within SERDC. We thank all applicants for their interest in this opportunity; however, only those selected for interviews will be contacted.

Deadline for application: Ongoing (**based on program demand**). Incomplete applications will not be accepted. Please send an up-to-date cover letter and resume in confidence to:

Site Manager

West St. Paul, MB

Email: aiaapplications@serdc.mb.ca