



Scarborough Centre for Healthy Communities (SCHC) is dedicated to providing accessible, equitable, and transformational health and social service choices for the well-being of Scarborough's diverse communities. We cultivate vital community services by promoting healthy lifestyles while delivering a comprehensive range of culturally competent health and social services programming. Our I2CARE values ensures that we, as a work community, treat all with, inclusivity, innovation, collaboration, accessibility respect and equity.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve.

We are currently looking to hire a:

**Driver
Unscheduled Part-Time (Casual)**

The van driver provides reliable and courteous transportation service to seniors and adults with disabilities with safety as the top priority. For many clients that access this service it is their first point of entry into SCHC and often leads to referrals for other needed programs and services.

Reporting To: Manager, Seniors Support Services

Key areas of responsibility:

- Operates assigned vehicle in a safe and courteous manner.
- Maintains defensive driving.
- Provides a communication link between clients and staff, and when necessary refer clients to Transportation Coordinator for referral to inter-agency programs and services.
- Assists clients in and out of the vehicle.
- Operates ramps, lifts and assists to secure clients' assistive devices as needed in vehicles.
- Reads and interprets daily schedule and reviews maps and driving directions to plan the most efficient route service for clients.
- Presents safety briefing to passengers prior to each trip departure.
- Keeps the assigned vehicle(s) clean inside and outside.
- Maintains accurate, up-to-date records on trip sheets, client transportation forms, vehicle maintenance, fuel purchases, incident reports, accident reports, vehicle condition reports and other records that are requested by the Coordinator.
- Coordinates the schedule for major or periodic vehicle maintenance with the Coordinator to minimize service interruptions.
- Responds immediately to accident or medical emergencies by notifying emergency response providers and administering First Aid until emergency personnel arrive.
- Performs other duties as assigned that are reasonable within the scope of the job.

Educational and/or Professional Qualifications:

- High School Diploma.
- Valid Drivers' Licence to drive in Ontario (subject to a Ministry of Transportation Drivers Abstract).
- Proof of driving experience of minimum 3 years of public driving experience on similar type(s) of vehicles.
- Possess and maintain a safe driving record.

Level of Experience:

- Minimum three to five years driving experience.

Skills and Attributes

- Experience working with seniors and adults with disabilities is an asset.
- CPR and First Aid Certificates are required, or willingness to receive training within 90 days of employment.
- Ability to transport including lifting and carrying assistive devices (walkers wheelchairs) in and out of agency vehicles.
- Good verbal communication, organizational and time management skills.
- Sensitivity to and awareness of cultural, racial and socioeconomic diversity within the community.
- Ability to work independently.
- A Provincial Class “F” Driving License is considered an asset.
- Oral and/or written fluency in other languages relevant to the community the program serves is a definite asset.
- Subject to a Ministry of Transportation Ontario Driver’s Abstract.
- Basic computer skills.

Significant Working Conditions

- This position will be comprised of contact driving with clients.
- Flexibility of hours- evenings and weekend may be required.
- Successful individual must feel comfortable with all driving conditions including hazardous weather.
- Other duties delivering and lifting as assigned and required.

Remuneration: \$17.95 - \$20.39

Band: L

Please note: All other conditions of employment are set out in the collective agreement between SCHC and SEIU.

Please apply in confidence to HR by email: Recruitment@schcontario.ca

We would like to thank all applicants; only those invited to interviews will be contacted.

Note: Please quote **DR-OG** in the subject line.



If you require any accommodation, please advise Human Resources. As a condition of employment all new hires must be legal to work in Canada. You will also be required to undertake a Vulnerable Sector Screening with Police Services.

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+.

SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. SCHC will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

www.schcontario.ca.

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