



EMPLOYMENT OPPORTUNITY – HEALTH SERVICES TRANSPORTATION DRIVER

ENOCH CREE HEALTH DEPARTMENT

CLOSED COMPETITION

(BAND MEMBERS ONLY)

JOB PURPOSE: Reporting to the Coordinator, the Transportation Driver is focused on ensuring safe, prompt transportation to and from necessary medical appointments and ensures quality service to the members of the Enoch Cree Nation Community. Ensure Transportation vehicles are safe and sound to transport clients, but ensuring vehicle maintenance is on schedule; oil changes, etc. Ensure that Transportation vehicles have proper documentation; registration insurance, maintenance checks. Ensure that confirmation letters are returned and documented with every trip and maintain daily communication with the Coordinator.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Worked on or off reserve for a minimum of two years.
- Class 4 Drivers License.
- Clean Drivers Abstract.
- Clean Child Welfare Check.
- Clean Criminal Record Check.
- Alcohol & Drug free.
- Effective time management.
- Standard First Aid/CPR.
- Reference (At least two).
- Cell phone.
- Excellent written communication skills.
- Reliable.

WORKING CONDITIONS:

Required to work Monday to Friday, Flexible Hours (Hours will vary according to client's needs.), at Health Department, while adhering to the Enoch Cree Nation Human Resources Policy & Procedure Manual.

Closing Date: August 16, 2018

Interview Date: August 21 – 23, 2018

Start Date: TBD

Please submit cover letters & resumes to **Human Resource Department**

Email: recruitment@enochnation.ca Fax: 780.470.0463

Phone: 780.470.4505 Ext: 2221

ECN thanks all applicants for their interest in this opportunity. Only candidates considered for the position will be contacted for an interview