



**ENOCH CREE NATION  
HUMAN RESOURCE DEPARTMENT**



**EMPLOYMENT OPPORTUNITY – MEDICAL TRANSPORTATION DRIVER**

**ENOCH CREE HEALTH CENTRE**

**\*CLOSED COMPETITION\***

**JOB PURPOSE:** Reporting to the Medical Transportation Coordinator, the Medical 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. The Medical Transportation Driver is responsible for following the guidelines set out by Non-Insured Health Benefits Department of Health Canada.

All repairs to the transportation vehicles will be referred to the designated repair shop. Must abstain from all mood-altering chemicals; this includes but not limited to alcohol, illegal drugs, and any over-the-counter drugs that may affect the driver's judgement. Complete daily time sheets by filling out mileage at the beginning of your day and at the end of the day and adding in any last-minute appointments. Ensure all medical transportation clients have the required Verification Forms filled out by their medical specialist and return it to the Medical Transportation Coordinator at the end of the day.

Under no circumstance will the transportation vehicles be used for personal use. Medical transportation vehicles are only to be used for medical appointments. Transportation Drivers are responsible for the cleanliness of the vehicles. Vehicle interiors should be wiped down at the end of every work day. The exterior should also be washed as needed. All cleaning products will be provided to drivers as well as car wash tokens. Any unused tokens must be returned to the Medical Transportation Coordinator. Enoch Cree Nation Administration and Health Services will not be responsible for fines concerning any traffic violations such as speeding tickets, parking violations, etc.

Only Transportation Drivers and designated drivers (prior approval of the Health Director with abstract submitted to Enoch Administration Officer) may operate Health Centre vehicles. Cellular phones must be turned on throughout the day of normal working hours. Transportation drivers are required to be at the Health Centre during work hours when there are no medical trips. Must be able to book medical vehicles in for maintenance as needed. Transportation Drivers are expected to help out on their downtime if requested by the Health Director.

**EDUCATION, EXPERIENCE AND REQUIREMENTS:**

- Clear criminal record check.
- Sign the Confidentiality agreement upon being hired.
- Worked on and off reserve for a minimum of two years.
- Clear drivers abstract.

**WORKING CONDITIONS:**

The Medical Transportation Driver is required to work Monday to Friday, 8:30 am – 4:30 pm, at the Enoch Cree Nation Health Centre, while adhering to the Enoch Cree Nation Human Resources Policy & Procedure Manual.

**Closing Date: September 15, 2020**

**Interview Date: September 17/18, 2020**

**Start Date: TBD**

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

*Email: [recruitment@enochnation.ca](mailto: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\**