

P.O. BOX 1740
HIGH PRAIRIE, ALBERTA
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EMPLOYMENT OPPORTUNITY FOR PART TIME MEDICAL TRANSPORTATION DRIVERS

SUMMARY:

Under the direct supervision of the Director of Health, the Medical Transportation Driver will provide high quality medical transportation services to clients residing within the geographical area of Grande Prairie, AB to Slave Lake, AB through the effective and safe operation of the Medical Transportation Van.

DUTIES:

- Operating and maintaining the Medical Transportation Van in accordance with approved policies and procedures.
- Picking up clients in a manner that provides sufficient time to make appointments as well as, picking up clients from the appointment and returning home in a timely manner
- Maintaining accurate up to date records for all medical trips and handing them in to the Medical Transportation Coordinator on a weekly basis.
- Submitting time sheets, and expense sheets, with receipts, to the Medical Transportation Coordinator for verification, prior to processing by the Clerk.
- Maintaining constant contact with the Medical Transportation Coordinator to ensure awareness of driver/vehicle location at all times.
- Reporting and completing incident reports relating to incidents with vehicle operations or clients to the Medical Transportation coordinator in a timely manner.

QUALIFICATIONS:

- Must have a valid Class 4 Drivers License
- Must possess a valid First Aide Certificate.
- Strong interpersonal communications and customer service skills
- Excellent written and verbal communication skills
- Must submit a drivers abstract
- Must provide a criminal record (CPIC) check
- Intervention Record Check
- Ability to drive on weekends if needed
- Knowledge of First Nations culture and traditions is an asset
- Oath of confidentiality must be signed prior to commencing employment.

PLEASE SUBMIT YOUR RESUME TO:

Alvin Cardinal
Health Director
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