



**Opaskwayak Health Authority
Beatrice Wilson Health Centre
Job Posting**

Opaskwayak Health Authority is seeking a qualified individual to fulfill the role of **Medical Van Driver** in the **Jordan's Principle** Integrated Care Team.

Job Summary

Reporting to the Jordan's Principle Services Coordinator, the Jordan's Principle (JP) Medical Van Driver is responsible for transporting OCN community members to local medical, vision & dentist appointments in a safe & healthy manner in compliance with applicable workplace safety & health standards. The JP Medical Van Driver is responsible for documenting, completing & submitting daily logs, maintenance records & client information for reporting purposes, communicating with the Jordan's Principle Dispatcher, clients, escorts, staff & the general public ensuring confidentiality at all times. The JP Medical Van Driver works in a multidisciplinary team & may be called upon to assist with other duties within the scope of the program.

Position Requirements:

- Grade 12 or GED equivalent
- Valid Manitoba Class 4 Driver's License & clear driver's abstract
- Certificates – First Aid, CPR, WHMIS (preferred)
- 1 year of related experience
- Knowledge of Manitoba Public Insurance Guidelines & driving laws
- Knowledge of OCN & surrounding areas
- Excellent listening, communication, interpersonal, time management & organizational skills
- Ability to maintain confidentiality of information
- Ability to perform routine vehicle maintenance
- Ability to push wheelchair with occupant up to 300 lbs total weight for distances up to 12 feet
- Satisfactory employment record including attendance at work

Closing Date: Open until filled.

To Apply: Applications must include:

1. A **cover letter** that clearly indicates how you meet the position requirements
2. **Resume**
3. Copy of **credentials** (degree, licenses, certificates, diploma, training, education)
4. Three **professional letters of reference** (colleague, supervisor or manager) – or – contact information for same (include position / title, current place of employment, phone number & email)
5. **Criminal record check with vulnerable sector check, child abuse & adult abuse registry checks** – no more than a year old (or indication that they have been applied for)
6. **Personal contact information** (phone & email)

Your application will not proceed to interview without the above information. Please note that only applicants selected for an interview will be contacted.

This is a preference competition. All applicants are encouraged to apply, however first consideration for this competition will be given to Indigenous applicants. Applicants are requested to self-declare at the time of application.

To obtain a complete job description, for additional information or to apply for this position please contact or submit your application to:

Human Resources

Opaskwayak Health Authority
Box 10280, 245 Waller Road, Opaskwayak, MB R0B 2J0

Email: hr@ocnhealth.com

Please mark all correspondence "**CONFIDENTIAL**"