



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

Opaskwayak Health Authority is seeking qualified individuals to fulfill the role of one (1) **Medical Van Driver – Part Time**.

Job Summary:

Reporting to the Non-insured Health Benefits Manager, Medical Van Drivers are 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. Medical Van Drivers are responsible for documenting, completing & submitting daily logs, maintenance records & client information for reporting purposes; communicates with the Non-insured Health Benefits Dispatcher, clients, escorts, staff & the public always ensuring confidentiality; 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
- 1-year related experience

Closing Date: open until filled.

Applications must include:

- A **cover letter** that clearly indicates how you meet the position requirements
- **Resume**
- Copy of **credentials/certificates** (licenses, training, education)
- Three **professional letters of reference** (2 supervisor or manager and 1 colleague) – or – contact information for same (include position / title, current place of employment, phone number & email).
- **Criminal record with vulnerable sector, adult abuse registry & child abuse registry checks** – less than 1 year old (or indication that they have been applied for)
- **Personal contact information** (phone & email)

Your application will not proceed to interview without this information. Please note that only those 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 current OCN employees, OCN members, and 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**".

Please visit our website: www.beatricewilsonhealthcentre.ca for job postings.