



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:

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** (or indication that they have been applied for)
6. **Personal contact information** (phone & email)

Your application will not proceed to an 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**"