



WILLIAM CHARLES HEALTH CENTRE

Phone: 306-663-5995 Toll Free: 1-877-933-5995 Fax: 306-663-4644
PO Box 240, Montreal Lake, Saskatchewan S0J 1Y0



Medical Transportation Casual Driver

Call Out, no deadline – Open Competition

REPORTS TO: Med Transportation Coordinator and Health Director

ROLE: Under the direction of the Medical Transportation Coordinator, Clerk and Health Director, the incumbent will be required to transport clients between home and health clinic/medical appointments off the reserve. Perform all assigned duties in a safe and productive manner.

DUTIES & RESPONSIBILITIES:

- The driver must always refrain from Alcohol and/or Drugs during duty.
- The driver will always remain professional and treat all passengers with respect, honesty, kindness, and patience.
- Transport clients to and from medical appointments in accordance with NIHB parameters.
- Transport lab work as requested by RN's.
- Transport medication to and from Pharmacy/Hospital.
- The driver must be reliable, such as getting to appointments on time and picking up patients as per list received from medical transportation coordinator & clerk.
- Follow all protocol and procedures for Vehicle maintenance and Infection prevention protocols.
- Maintain travel logs files, maintenance logs and confirmation forms.
- The driver must keep the transportation vehicle maintained and clean.
- Driver must always carry a cellular device while transporting and/or on call (cell is provided by WCHC).
- Travel hours are adjusted by Medical Transportation Clerk. (Flex Hours).
- Share on-call emergency 24-hour driver schedule.
- Always keep Drivers License in good standing.

QUALIFICATIONS:

- Valid Class Drivers Licence, work toward Class 4.
- Must have a good Driving Record and be bondable.
- Clear Criminal Record Check and Vulnerable Sector Check.
- TDG (transport of dangerous goods) and WHIMIS would be an asset.
- Ability to provide written reports (travel & Maintenance logs) with good communication skills (ability to speak cree is an asset).
- Ability to respect and honor the confidentiality of clients/patients, staff, records and WCHC business in general.
- Respectful personal and professional commitment to holistic & healthy lifestyle
- First Aid & CPR Training.

HOURS OF WORK: Generally Monday to Friday 8:30am-4:30pm (Flex Time with late and/or early trips Coordinate with MT Clerk)

APPLICATION: Resumes along with CPIC, VSC and Drivers can be sent to

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