



## EMPLOYMENT OPPORTUNITY "OPEN TO PUBLIC"

### **Auxiliary / On-Call Driver**

Health & Social Department

Posting Date: February 10, 2016

Salary Level: 2 Step 1 - \$21.18/hr.

**Closing Date:** on-going

Reporting to the Director of Health and Social, this position is responsible for providing transportation and assisting Elders and citizens to medical appointments, shopping/errands, paying bills, to government and social functions, etc. Incumbent will deliver Meals on Wheels to clients; maintain statistics on rides, calls, etc. Assist Health & Social Staff in housekeeping and administration duties. Ensure vehicles are road ready on a daily basis (e.g. Fuel, oil, tires). Keep vehicles clean and ensure proper safety equipment is on hand (1<sup>st</sup> Aid kits, shovels, spare tires, etc).

**If this opportunity interests you, please submit a cover letter and resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide.**

#### **Essential:**

- Experience driving various vehicles and ensuring maintenance is kept up to date;
- Experience dealing tactfully and respectfully with all citizens, staff and the public;
- Strong organizational and time management skills.

#### **Asset:**

- Ability to follow direction and established procedures;
- Ability to work with minimal supervision;
- Ability to prioritize work requirements and seek direction when required.

#### **Conditions of Employment:**

- Maintain Confidentiality;
- Punctuality and dependability;
- Respectful and willing attitude and support of a positive work environment;
- Valid Class 5 Drivers License- clean drivers abstract;
- Standard First Aid;
- Criminal Records Check prior to starting in position;
- Professional work ethics and code of conduct.

**Job Description is available upon request**

For more information, contact Human Resources,

Phone: (867) 993-7100 Ex: 112 or 126 Fax: (867) 993-6553 Email: [hrjobs@trondek.ca](mailto:hrjobs@trondek.ca)

Mail: Tr'ondëk Hwëch'in Government, P.O. Box 599, Dawson City, Yukon, Y0B 1G0

**We thank all applicants, but only those selected for further consideration will be contacted.**

*"To work together, to speak with one voice and to serve Tr'ondëk Hwëch'in Citizens in the pursuit of a strong, healthy, and united future."*