MASKWACIS HEALTH SERVICES

BOX 100 MASKWACIS, ALBERTA T0C 1N0
TELEPHONE (780) 585-3830 FAX (780) 585-2203

EMPLOYMENT OPPORTUNITY

MEDICAL TRANSPORTATION DRIVER (CASUAL)

Maskwacis Health Services (MHS), Personnel Department is accepting resumes for Casual Drivers, in the **Medical Transportation Department,** to provide relief coverage. You must be able to work, days, evenings, nights, weekends, and Statutory Holidays. If you meet these requirements, we encourage you to submit your resume and supporting documents.

REQUIREMENTS & SUPPORTING DOCUMENTS NEEDED FOR SUBMISSION:

- **Valid class 1, 2 or 4 Alberta Driver's License** *(provide photocopy)*
- **Clear Criminal Record Check w/ Vulnerable Sector** *(provide - recent within last 3 months)*
- **Clear Child Intervention Check** *(provide - recent within last 3 months)*
- **Clear Driver's Abstract** *(provide - recent within last 3 months)*
- **First Aide & CPR** (*an asset - provide photocopy)*

QUALIFICATIONS

- Knowledge & experience in operating a multi-passenger vehicle.
- Practice non-aggressive and defensive driving techniques & follow traffic laws.
- Knowledge of the 4 Nations Community & Pigeon Lake an asset.
- Cree language an asset.
- Excellent verbal and written communication & organization skills.
- Ability to work with the public in a professional and courteous manner.
- Punctual & reliable.
- Ability to read, interpret and understand maps, directions, daily assignment schedules and instructions.
- Ability to maintain transportation vehicles in safe operating condition, and ability to make minor repairs, check & add fluids & report any necessary repairs required to coordinator.
- Ability to operate cell phone/two-way radio.
- Ability to meet schedule deadlines and provide reports and logs when required.
- Maintain Strict Confidentiality.

Closing Date: Friday, October 22, 2021 @ 4:00 pm

Please forward your Resume **with** supporting documents to:

PERSONNEL DEPARTMENT
Maskwacis Health Services
Box 100
Maskwacis, Alberta
T0C 1N0

Phone: (780) 585-3830 ext. 2412
Fax: (780) 585-2203
Email: l.ward@mymhs.ca

We thank all applicants for their interest and advise that only those selected for interviews shall be contacted. **Incomplete submissions will be screened out.**

**** Note: if you have previously applied & it's more than 3 months ago, please re-apply as resumes only remain on file for a period of 3 month****