

May 3, 2017

Internal/External Job Posting

Bus Driver, Meals on Wheels, Seniors Department

Full Time (35 hours per week)

Dixon Hall Neighbourhood Services is a multi-service agency located in the heart of east downtown Toronto. For 87 years, we have been touching the lives of thousands of our community's most vulnerable residents by providing a range of programs and services across every stage of life.

Our Seniors Department offers a wide range of programs and services to help seniors and/or adults who are ill or disabled so that they can remain in their homes and continue to live healthy, dignified and independent lives. We are currently seeking a Community Transportation Driver to assist with the transportation of seniors, adults with disabilities, and volunteers.

RESPONSIBILITIES

- Provide transportation for the Adult Day Centre
- Transport Corporate Volunteers to and from the Agency
- Pick up meals at food source as required
- Assist clients in and out of vehicle when necessary
- Deliver Meals on Wheels to Agency clients
- Provide supplementary driving duties as required
- Report to supervisor immediately of all vehicle maintenance problems
- Complete Vehicle Check-List form on a daily basis
- Clean the interior buses at the end of each shift
- Ensure that vehicles are properly parked, cleaned, secured and fuelled on a daily basis
- Attend monthly staff meeting and other agency meetings as required

QUALIFICATIONS:

- Valid Class F driver's license
- Personal Driver's Insurance
- Must be 25 years of age or older and have a clean and recent driver's abstract
- Excellent communication and interpersonal skills
- Ability to work independently and part of team
- Knowledge of downtown city streets
- Sensitive to the needs of seniors and individuals with disabilities and physically able to assist client's in and out of vehicle, folding wheelchairs and walkers
- Ability to work evenings and weekends
- A satisfactory Vulnerable Sector Criminal Records check is required

Salary: Start rate: \$27,577.88 per year (Job rate: \$28,526.32 per year). This position is a member of CUPE Local 2497. To apply please send your resume and cover letter Quoting File # **17-Seniors-03 by May 17, 2017** by email at hr@dixonhall.org or by regular mail attention to: Human Resources: Dixon Hall Neighbourhood Services. 192 Carlton Street. Toronto. ON. M5A- 2K8

Dixon Hall Neighbourhood Services is committed to developing an inclusive selection process and work environment. If contacted, please advise the hiring manager if you require any accommodation during the interview process. The hiring process is governed by Dixon Hall Neighbourhood Services Race Relations and Employment Equity Policies.