

Job Posting

Job Title:	Driver G Class License	Status:	Short-Term Contract, (2 weeks)
Department:	Seniors Department	Union:	Included (CUPE)
Salary Level:	\$13.55 per hour		
Posting Date:	July 5, 2017	Posting Close:	July 11, 2017

Dixon Hall Neighbourhood Services is 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.

This position is responsible for the safe transportation of agency clients and volunteers according to Ontario regulations. We are currently seeking a Driver G Class license 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 G 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

To apply, please email your resume and cover letter as a single Word or pdf document to hr@dixonhall.org before **July 11, 2017 at 4 p.m.** quoting File #17-SRS-10 in the email "Subject" line.

Internal Applicants please mark "internal" on envelope and/or put same in the subject line if applying by email.

Dixon Hall Neighbourhood Services is committed to developing an inclusive selection process and work environment. If contacted for an interview, 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.