

**Job Posting**

<b>Job Title:</b>	Driver, F Class Licence	<b>Status:</b>	Full-time, permanent , 21 hrs/week Shifts: Mondays, Tuesdays & Wednesdays
<b>Department:</b>	Seniors	<b>Union:</b>	Included (CUPE)
<b>Salary :</b>	\$15.90/hour		
<b>Posting Date:</b>	February 12, 2018	<b>Posting Close:</b>	February 27, 2018 at 4:00pm

**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.

Dixon Hall Neighbourhood Services (DHNS) Seniors Services is currently welcoming applications from qualified applicants for the position of Driver, F Class Licence. We are looking for a caring and enthusiastic individual to join our team and become part of a progressive non-profit organization. This is a full-time, permanent position of 21 hours per week with shifts on Mondays, Tuesdays, and Wednesdays.

Reporting to the Manager, Community Programs, the Driver F Class Licence is responsible for the safe transportation of Agency clients, volunteers, and staff in accordance with Ontario Regulations. The Driver is required to perform their duties in a manner consistent with Dixon Hall's Mission, Vision and Values, ensure safety, and demonstrate customer service excellence.

**Responsibilities:**

1. Provide transportation for clients of the agency, including Seniors department programs to various destinations both in and outside of the City of Toronto.
2. Transport Corporate Volunteers to and from the Agency.
3. Support the Meals on Wheels program by picking up meals at food source and deliver Meals on Wheels to agency clients with or without volunteer support.
4. Assist clients in and out of vehicle when necessary.
5. Provide supplementary driving duties as required, including transportation provided outside of normal business hours.
6. Report to supervisor all vehicle maintenance issues immediately.
7. Complete Vehicle Check-List form on a daily basis.
8. Clean the interior of buses at the end of each shift.
9. Ensure that all agency vehicles are properly parked, cleaned, secured, and fueled on a daily basis.

10. Attend monthly staff meetings and other agency meetings as required.
11. Undertake other tasks and responsibilities as assigned, within the purview of the job description.

**Qualifications:**

Valid Class F Ontario Driver's License.

- Be listed on a personal car insurance policy.
- Must be 25 years of age or older and have a clean and recent driver's abstract.
- Strong English language written and verbal communication skills; other languages an asset
- Effective at building good interpersonal relationships.
- Ability to work independently and as part of a team.
- Knowledge of downtown Toronto city streets.
- Sensitive to the needs of seniors and individuals with disabilities
- Physically able to assist clients' in and out of the vehicles; fold walkers; move wheelchairs.
- Satisfactory Vulnerable Sector Police Records Check.
- Emergency First Aid/CPR (preferred)

To apply, please email your resume and cover letter as a single Word or pdf document to [hr@dixonhall.org](mailto:hr@dixonhall.org) before **February 27, 2018 at 4 p.m.** quoting File #18-SRS-04 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.