

Job Posting

Job Title:	Meals on Wheels Driver – G Class License	Department:	Seniors' Services
Status:	Full-time Permanent (25hrs/wk)	Union:	Excluded
Start Rate:	\$17.50/hr	File #	19-SS-17
Posting Date:	September 4, 2019	Posting Close:	September 18, 2019

Dixon Hall Neighbourhood Services (Dixon Hall) is a multi-service agency located in the heart of east downtown Toronto. For 90 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.

Reporting to the Supervisor, Meals on Wheels, the Meals on Wheels Driver – G Class License is responsible for picking up meals from our food sources and delivering meals to seniors and adults with disabilities and/or the safe transportation of clients and volunteers. In addition, the Meals on Wheels Driver – G Class License will occasionally be responsible for providing other transportation services required by the Agency. The Meals on Wheels Driver – G Class License is required to follow the principles of defensive driving, practices of safe driving, and all applicable requirements and regulations of the Ontario Highway Traffic Act.

Responsibilities:

- Load the Agency's van or other vehicles with Meals on Wheels bags for transportation to food source.
- Pick up food from St. Michael's Hospital "loading dock area" or other food source locations as required and unload the Meals on Wheels bags.
- Deliver multiple Meals on Wheels routes.
- Provide support and direction to volunteers during Meals on Wheels delivery.
- Transport clients, who have arranged for this service with the Transportation Coordinator, from their homes to designated drop off points and back to their homes, as required.
- Assist clients with the process of getting in and out of vehicle, as required.
- Report all concerns and problems regarding client's well-being.
- Complete and submit Vehicle Check-List on a daily basis.
- Report all vehicle maintenance problems to supervisor in a timely fashion.
- Actively participate in department and agency meetings and events.
- Meet regularly with manager to discuss individual, team and program effectiveness.

QUALIFICATIONS

- Valid Ontario G Class driver's license.
- Current, personal automobile insurance policy.
- Must be 25 years of age or older.
- Clean driver's abstract that has been obtained within the last three months.
- Excellent interpersonal relationship skills with a strong ability to communicate with seniors or those whose interpersonal relationship skills may be diminished by age or other factors related to their physical abilities.
- Ability to work both independently and as part of a team.
- Knowledge of downtown city streets.
- Sensitive to the needs of seniors and individuals with disabilities.
- Available to work evenings and weekends, as required.
- Strong verbal and written English language communication skills; fluency in additional languages, relevant to the communities of service, will be considered an asset.
- Qualified to work in Canada.
- Able to provide a "Clear" or satisfactory Vulnerable Sector Police Check as determined by the operational requirements of the program

To apply, please email your resume and cover letter as a single Word or pdf document to hr@dixonhall.org by September 18, 2019 at **4:30 p.m.** quoting File #19-SS-17 in the email "Subject" line.

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.