

Job Posting

Job Title:	Community Transportation Class "G" Driver	Status:	Part-time, (3 Month) Contract (20 hrs/wk.)
Department:	Seniors	Union:	Included (CUPE)
Salary Level:	\$17.76/hour	Job #:	#21-SRS-03
Posting Date:	August 10 th , 2021	Posting Close:	September 22, 2021 (4:30 p.m.)

Dixon Hall Neighbourhood Services is multi-service agency located in the heart of east downtown Toronto. Since 1929, 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, Community Transportation, the Community Transportation Driver G 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 demonstrates customer service excellence.

RESPONSIBILITIES:

- 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.
- Ensure that clients fasten their seatbelts and assist clients when necessary.
- Report all concerns and problems regarding client's well-being.
- Secure assistive devices.
- Complete and submit Vehicle Check-List on a daily basis.
- Adhere to standard Operating procedures as set out by Toronto Ride.
- Ensure that assigned vehicle are properly parked, cleaned and fueled at the end of each shift.
- Report all vehicle maintenance problems to supervisor in a timely fashion and maintain adequate gasoline in the vehicle.
- Report to transportation Coordinator all concerns and problems regarding client's well-being and maintenance problems.
- Actively participate in department and agency meetings and events.
- Work under the guidance of the agency program, policies and procedures, including the Mission and Values of Dixon Hall.

- Meet regularly with manager to discuss individual, team and program effectiveness.

QUALIFICATIONS:

- Valid Ontario Class G 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 independently and as part of a team.
- Knowledge of downtown city streets and not made anxious by driving in the congestion of downtown 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.
- Must be qualified to legally work in Canada for the Agency.
- 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 before **August 24th, 2021 at 4:30 p.m.** quoting File #21-SRS-03 in the 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.