

Job Description

1. Identifying Information

POSITION:	Program Appointment Driver
PROGRAM/LOCATION:	Honouring the Circle, Transitional Housing Program
SUPERVISOR:	Program Manager
HOURS:	Part-Time 20 hours
DEADLINE DATE:	<u>To apply before Friday October 26, 2018 4pm</u>

2. Position Summary

The Program Appointment Driver is responsible for the transportation of residents of the Native Women's Centre Honouring the Circle Transitional Program, and their children to and from appointments as scheduled while utilizing the services of the Transitional Housing Program.

3. Job Duties (includes, but not limited to):

- Assist in establishing an effective transportation procedure by coordinating an efficient pick-up and return schedule.
- Performing regular and timely pick up and drop offs of families requiring transportation services
- Ensuring health and safety of residents and their families
- Maintaining positive child-family relationships
- Maintain a daily inspection of the vehicle, document any repairs needed immediately and report them to the Program Manager
- Maintain a transportation log for scheduled stops, mileage, etc
- Notify the Program Manager immediately should any accidents or delays occur
- Is responsible for the interior and exterior maintenance of the vehicle
- Will promote a favorable image of Native Women's Centre in the Indigenous community, public and private sector
- Driving the van in a safe manner, abiding by all city by-laws
- Ensuring that the vehicle is kept in a properly maintained and safe condition (regular oil changes, gas tank full, wipers replaced etc.)
- Informs supervisor of any necessary upkeep, repairs, maintenance, and replacement of equipment and supplies to ensure safety and security standards are maintained
- Follows all policies and procedures of the Native Women's Centre and all other related legislation
- Monthly completion and submission of all reports as required
- Participate in monthly staff meeting.
- May be required to work various shifts, evening and weekend hours year-round; flexibility required

- Able to identify key issues; creatively and strategically overcome internal and external challenges or obstacles
- Ability to follow all road safety laws and guidelines
- Must possess a thorough knowledge and understanding of historical trauma and intergenerational trauma of Indigenous peoples
- Knowledge of the importance of First Nations Language and Culture Traditions is preferred.
- Experience in a community setting working with Indigenous children, youth and families would be an asset
- High level of integrity, confidentiality, and accountability
- Sound analytical thinking, planning, prioritization, and execution skills
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills
- Able to effectively communicate both verbally and in writing
- Other duties as required or assigned by the Program Manager and/or Executive Director

4. Qualifications

- Valid Class “G” Driver's License and clear driver's abstract are mandatory
- Must be familiar with the City of Hamilton
- Current Clear Vulnerable Sector Screen
- Standard First Aid and CPR

Forward your resume and cover letter with two (2) recent references to:

**Cindilee Ecker-Flagg, Executive Director
Native Women’s Centre
1900 King St. East PO Box 69036
Hamilton, ON L8K 1W0**

ed@nativewomenscentre.com

Thank you to all applicants applying, only those chosen for an interview will be contacted. Preference will be given to qualified applicants of Indigenous descent and are encouraged to apply.