



## Opaskwayak Health Authority Beatrice Wilson Health Centre Medical Van Driver (Part-Time)

Opaskwayak Health Authority is seeking a qualified individual to fulfill the role of **Medical Van Driver (Part Time)** to work in the Non-Insured Health Benefits program.

### Job Summary

Reporting to the NIHB Manager, the NIHB Medical Van Driver is responsible for transporting OCN community members to local medical, vision & dentist appointments in a safe & healthy manner in compliance with applicable workplace safety & health standards. The NIHB Medical Van Driver is responsible for documenting, completing & submitting daily logs, maintenance records & client information for reporting purposes; communicating with the NIHB Dispatcher, clients, escorts, staff & the general public ensuring confidentiality at all times; works in a multidisciplinary team & may be called upon to assist with other duties within the scope of the program.

### Position Requirements:

- Grade 12 or GED equivalent
- Certificate – First Aid, CPR, WHMIS (preferred)
- Valid Manitoba Class 4 Driver's License
- Criminal record & child abuse registry checks
- Clear driver's abstract
- 1 year related experience
- Satisfactory employment record including attendance at work

**Closing Date:** October 2, 2018 at 4pm. No late submissions will be accepted.

### Applications Must Include:

- A **cover letter** that clearly indicates how you meet the position requirements
- **Resume**
- Copy of **credentials** (licenses, training, education)
- Three **professional letters of reference** (colleague, supervisor or manager) – or – contact information for same (include position / title, current place of employment, phone number & email)
- **Criminal record check & child abuse registry checks** (or indication that they have been applied for)
- **Personal contact information** (phone & email)

Your application will not proceed to interview without the above information. To obtain a complete job description, for additional information or to apply for this position please contact or submit your application to:

**Carol A. Buchberger, Human Resource Manager**

Opaskwayak Health Authority

Box 10280, 245 Waller Road, Opaskwayak, MB R0B 2J0

Email: [carol.buchberger@ocnhealth.com](mailto:carol.buchberger@ocnhealth.com)

Please mark all correspondence "**CONFIDENTIAL**"

Please note that only those selected for an interview will be contacted.