



INTERNAL/ EXTERNAL JOB POSTING- #CS06-19-05
SENIORS SHUTTLE DRIVER - CASUAL
September 3, 2019

The **Renfrew Collingwood Better at Home program** is designed to help seniors live independently in their homes by providing non-medical support services delivered by local non-profit organizations.

The **Renfrew Collingwood Better at Home Seniors Shuttle** is a door-to-door transportation service that takes seniors in the Renfrew Collingwood area where they'd like to go in the community, such as medical appointments or grocery shopping. The shuttle runs on **Tuesdays, Wednesdays and Thursdays, 9:30am-3:30pm**. CNH also runs regular seniors shopping trips and social trips throughout the year, flexible days.

Driver's Roles and Responsibilities:

- Managing shuttle registration and booking process
- Organize efficient driving schedule to minimize wait time and ensure seniors can get where they need to go on time
- Assist seniors in and out of the vehicle, offer to carry bags or any other items they may have
- Ensure safety of seniors at all times (i.e. enforce seat belts, no standing while vehicle in motion, provide assistance as needed)
- Inspection of vehicle before use, reporting any problems or issues with the vehicle
- Responsible for vehicle maintenance, gas, and ensuring that vehicle is taken in for necessary repairs and regular tune-ups
- Driving Shuttle for Seniors Wellness Trips and shopping trips once per month in addition to Better at Home role.
- Keeping records of clients and trips for program statistics

Qualifications and skills:

Required:

- Class 4 Drivers license and experience operating passenger buses with wheelchair lift
- Satisfactory Drivers Abstract and Criminal Record Search
- Previous experience working with seniors
- Efficient time management skills and organizational skills
- Ability to work both independently and as a part of a team
- Demonstrates cross-cultural communication skills and ability to work effectively with others
- Excellent oral and written English skills and proficient knowledge of computers

JOB DETAILS

- Salary: \$17.93- \$19.29 per hour
- Schedule start: ASAP, Casual
- Location: 5288 Joyce Street, Vancouver

APPLICATION PROCESS

As per Collingwood Neighbourhood House's Human Resources Policies and Procedures, all factors being equal, first priority will be given to internal and local applicants. This position is covered by a Collective Agreement with CUPE Local 1936.

SUBMIT A RESUME AND COVER LETTER by September 11, 2019 to:

Please quote reference # **CS06-19-05**

ATTN: Anna Hofmarks

Better at Home Program Coordinator

Collingwood Neighbourhood House -5288 Joyce St., Vancouver, B.C.

OR email at ahofmarks@cnh.bc.ca

NO PHONE CALLS PLEASE

We thank all applicants for their interest, however only shortlisted candidates will be contacted