



Alderville First Nation  
11696 Second Line Road  
P.O. Box 46  
Roseneath, ON K0K 2X0  
Tel: 905-352-2011  
Fax: 905-352-3242  
[www.aldervillefirstnation.ca](http://www.aldervillefirstnation.ca)

## **Medical Transportation Coordinator/Driver**

*In accordance with the Alderville First Nation recruitment policy, applications are now being accepted from its members for the above full time permanent position.*

### **Job Scope:**

Under the direction of the Manager of Health Programs, the candidate will provide coordination and transportation to Alderville First Nation members through the existing Medical Transportation program.

### **Duties/Objectives:**

Transportation to and from medical appointments for community members  
Supervision of the on-call drivers  
Coordination of transportation schedules and drivers schedules.  
Maintaining accurate computerized record of all trips, reimbursement claims, and other budget expense items  
Accurately correspond all program reporting within strict timeframes  
Identify and schedule vehicle inspections and repairs  
Maintain accurate pre/post vehicle inspection reports and incident reports  
Maintain on-going communication with FNIH Medical Transportation branch  
Provide monthly program notices in the newsletter  
And other duties as *assigned* by supervisor

### **Minimum Qualifications:**

Grade 12 diploma  
Must have valid driver's license

### **Rated Requirements:**

Related work experience.  
Demonstrated Time Management skills  
Demonstrated Computer knowledge specifically in Microsoft Word/Excel  
Knowledge of vehicle preventative maintenance requirements  
Ability to read and follow Ontario road maps, GPS system  
Previous highway and inner-city driving experience.  
Clean driving record.  
Transportation of Dangerous Goods certification and First Aid/AED (are a job requirement)

**Salary: TBD**

Upon successful hire, candidate must *provide* a criminal reference check *and a current driver's* abstract.

**How to apply:**

Applications can be delivered to the front desk of the Alderville First Nation Administration Building. Submissions must include a cover letter, resume, along with three work related references and/or letters of reference. Faxed applications to (905-352-3242) or e-mailed applications to [mwarren@alderville.ca](mailto:mwarren@alderville.ca) will be accepted.

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**RE: Medical Transportation Coordinator/Driver**

**Deadline to apply: October 24, 2011 at 4:30**

**Anticipated Start Date: January 2012**

We thank all who apply; however only those selected for an interview will be contacted. Chief and Council retain the right to make the final decision on the selection of the successful candidate.