

# Dufferin Oaks

## Long Term Care Home

Dufferin Oaks is a not-for-profit Home owned and operated by the County of Dufferin under standards established by the Ministry of Health and Long Term Care. 160 residents call Dufferin Oaks home, living in private, semi-private and standard rooms. Dufferin Oaks provides accommodation, meals, supportive services, socialization and a full range of nursing care services for persons who, for various reasons, cannot live independently in the community. We are currently recruiting for qualified, caring and compassionate:

### TRANSPORTATION DRIVERS

**Job ID:** C17-26

**Location:** 151 Center Street, Shelburne ON

**Job Type:** Unionized, Casual

**Deadline to Apply:** 4:30pm on XXXX

**Vacancy Type:** Current Opening

Reporting to the Manager of Dufferin County Community Support Services (DCCSS), the Transportation Driver provides safe and reliable transportation of seniors and disabled adults for medical appointments.

#### What we can offer YOU!

- A competitive hourly wage ranging between \$22.13 – \$25.10
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

#### What you'll do

- Drive county vehicles to transport clients in a safe and courteous manner.
- Escort and assist clients door to door to appointments.
- Ensure all rides are provided in safe and responsible manner in compliance with all policies and procedures. Ensures that clients embark safely, and ride in their seats with seat belts buckled. Ensure the safe use of the Q-strain and lift when applicable. Ensure clients safely disembark from vehicle.
- Operate vehicle in compliance with the Ontario Traffic Safety Act.
- Perform a daily circle check before driving vehicle.
- Report any client concerns to DCCSS staff.
- Use agency cell phone to maintain contact with DCCSS office.
- Maintain paperwork as required for program i.e. mileage log book.
- Report and vehicle concerns, breakdown, malfunction, or service needs.
- Fuel vehicle as required and keep vehicle clean.
- Other duties as assigned.

#### What you'll bring

- High school diploma
- Valid Class G driver's license and clean drivers abstract.
- Valid personal insurance (Minimum \$1,000,000 liability).
- Valid Class F driver's license and clean drivers abstract would be an asset.
- Excellent organizational, time management and communication skills.
- Ability to work independently as well as part of a team.
- Ability to engage with a wide variety of people with a high level of professionalism, compassion and courtesy including culturally, socially, and economically diverse populations, seniors, persons with disabilities and professional colleagues.
- Ability to ensure confidentiality and privacy of client information.
- Reliable, flexible, and patient – able to deal with traffic including city trips.
- Physically able to assist client in and out of vehicles, push clients in wheelchairs or assist with mobility devices

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- Ability to work varying shifts, statutory holidays, weekends and maintain regular punctual attendance
- Satisfactory police vulnerable sector screening
- Two Step Tuberculosis test
- Sensitive to needs of seniors and individuals with physical disabilities and/or mental illness
- Must be willing to work flexible hours as hours of work will vary depending on transportation requests. May include evenings and weekends
- Must be flexible to potential call in for work or changes to schedules based on transportation needs
- Must be willing to drive in busy urban centres such as Toronto

### Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to:  
[hr@dufferincounty.ca](mailto:hr@dufferincounty.ca)

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

Please note that the County of Dufferin requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of employment and must provide proof of fully vaccinated status, or provide proof of a medical or Human Rights Code exemption, prior to starting employment.

All applicants are thanked for their interest. Only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

