



Ulkatcho

BOX 3430, ANAHIM LAKE, B.C. CANADA V0L 1C0
PHONE 250-742-3260
FAX 250-742-3411

Casual Medical Van Driver

Purpose: To provide assistance to the community members of Ulkatcho who require transportation to medical appointments.

Accountability: The individual in this position will work under the direction of UFN Health Director and coordinate with members of the health clinic to identify work assignments, priorities and scheduling dates.

Hours: This position is paid on an hourly basis with wages ranging from \$15-\$18/hour, based on experience. Working days fall within Monday to Friday, which hours varying based on driving locations. Note this is a casual position, meaning you will be contacted for work as it becomes available.

Duties:

- Monitor routine maintenance of medical van to ensure working order
- Pre and post trip vehicle inspections, including acquiring PO's from health clinic
- Verify eligible medical appointments and schedules
- Communicate with health clinic staff regarding medical appointments
- Secure handling of any documentation required
- Arrange for necessary assistance and safety of passengers
- Prepare activity reports that meet First Nation Health Authority requirements
- Other duties as requested by UFN Health Department

Job Requirements:

- Provincial grade 12 education or equivalent
- Valid BC Class 4 Driver's License
- Criminal Record Check, including vulnerable sector check
- Copy of recent drivers abstract
- Current First Aid or CPR certification

To Apply:

Please send a cover letter, resume and three (3) references to the Ulkatcho First Nation Band Office by Personal delivery to the receptionist, or to Office Manager Liz Anderson at landerson@ulkatcho.ca. Please indicate "Casual Medical Van Driver" in the subject line.

Deadline to Apply: Monday, June 6, 2020

Applicants of Ulkatcho First Nation and/or Aboriginal Ancestry are encouraged to apply.

- We thank all those who apply, however, only short-listed applicants will be contacted.