



## Employment Opportunity

### Medical Van Driver

**Purpose:** To help the community members of Ulkatcho who require transportation to medical appointments.

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

**Duties:**

- Monitor routine maintenance of medical van to ensure working order.
- Pre and post trip vehicle inspections, including acquiring POs 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 Drivers License
- Criminal Record Check, including vulnerable sector check
- Copy of recent drivers abstract
- Current First Aid or CPR certification

**Interview Process:**

- Only shortlisted candidates will be contacted.
- Two step interviews (Interview & written assignment)
- Criminal record check
- Reference Check

**How to Apply:**

Please email your resume and cover letter to [hr@ulkatcho.ca](mailto:hr@ulkatcho.ca). Please include “**Medical Driver**” in the subject line. Or drop off at the reception counter at the band office.

Application Deadline: Open until filled