



**January 22,2020.**

**INTERNAL/ EXTERNAL JOB POSTING #CS06-20-01**  
**SENIORS SHUTTLE DRIVER REGULAR PART-TIME**

**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. **We are seeking a WEDNESDAYS Driver only.** There will be the option to pick up casual shifts and vacation coverage.

**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
- Assist with program promotion and group trip planning
- Work with program staff to supervise volunteers
- Ensure safety of riders (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, 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.

**Qualifications and skills required:**

- Class 4 Drivers license and experience operating passenger buses
- 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: \$18.02- \$19.39 per hour
- Schedule start: **ASAP, WEDNESDAYS, 9:00 am- 4:00 pm**
- Location: 5288 Joyce Street, Vancouver

### **APPLICATION PROCESS**

Applicants must be legally entitled to work in Canada, with priority given to Canadian Citizens and permanent residents. If you are not currently authorized to work in Canada, the employer will not consider your job application. As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified local applicants.

Equality of opportunity and diversity is important to us. We do not discriminate on the basis of race, religion, color, ethnicity, gender, sexual orientation, age, marital status, or disability.

### **POSITION REMAINS OPEN UNTIL FILLED. PLEASE SEND RESUME AND COVER LETTER TO**

Anna Hofmarks, Better at Home Program Coordinator

Collingwood Neighbourhood House

5288 Joyce St., Vancouver, B.C

Email: [ahofmarks@cnh.bc.ca](mailto:ahofmarks@cnh.bc.ca)

### **NO PHONE CALLS PLEASE**

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