



**October 19, 2021**  
**Internal/External Job Posting #CS06-21-04**  
**Seniors Shuttle Driver, Part-Time, Permanent**

Collingwood Neighbourhood House's mandate is to promote the well-being of the Renfrew-Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

**Job Overview**

The **Renfrew-Collingwood Better at Home (BAH)** program designed to help seniors age in place and live independently by providing non-medical support services while also fostering opportunities for social connection and generative participation.

The **BAH 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, grocery shopping, running errands, etc. We occasionally provide rides to medical buildings in Burnaby and other areas of Vancouver such as Vancouver General Hospital.

**Job Responsibilities**

- Manage online shuttle registrations and booking process
- Efficiently route plan to minimize wait time and ensure on-time pick-ups and drop-off
- Inspection of vehicle before use, reporting any problems or issues with the vehicle
- Maintain cleanliness and roadworthiness of a 15 passenger, wheelchair accessible, vehicle
- Adhere to company Covid-19 practices and work safety plan
- Assist seniors in and out of the vehicle and offer to carry bags or any other items they may have
- Ensure safety of seniors at all times, for example: ensuring clients are seated & seatbelts fastened
- Foster a positive experience to grow ridership and client relationships
- Collect payments/donations as necessary
- Assist with program promotion
- Work with program staff to supervise shuttle volunteers
- Work collaboratively with BAH Coordinator to resolve client challenges
- Share client feedback with BAH Coordinator

**Skills & Qualifications**

- BC Class 4 Unrestricted Driver's License and experience with a 15-passenger bus with wheelchair ramp
- Satisfactory Drivers Abstract and Criminal Record Check
- 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
- Ability to use GPS and maps to find address

### **Assets**

- Second language
- Familiarity with the Renfrew-Collingwood neighbourhood
- Valid First Aid Certificate

### **Job Details**

- Salary: \$18.33- \$19.73 per hour
- Schedule: 2 days a week 9:30 am – 2:30 pm, flexible days
- Location: 5288 Joyce Street, Vancouver
- Start Date: As soon as possible
- This position is covered by a Collective Agreement with CUPE Local 1936.

### **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 Collingwood Neighbourhood House's Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified internal and local applicants.

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

### **PLEASE SUBMIT A COVER LETTER AND RESUME TO:**

Dovana Singh  
Better at Home, Info & Referral Coordinator  
Collingwood Neighbourhood House  
5288 Joyce St., Vancouver, BC, V5R 6C9  
Email: [dsingh@cnh.bc.ca](mailto:dsingh@cnh.bc.ca)

**Please quote reference #CS06-21-04  
CLOSING DATE: OPEN UNTIL FILLED**

We thank all individuals who apply for this position and will be contacting shortlisted candidates directly.  
No phone calls please.