



DRIVER

Casual

\$15.09/hour

At Community Support Connections, we wake up each morning energized about the difference we make in the lives of our clients; people who could be your parents, grandparents, friends, or neighbours. Working with hundreds of amazing volunteers, donors, and community partners, we provide a wide range of community supports for older adults and people with different abilities to help them live at home with independence and dignity – something we all deserve. We are truly caring and client-centered, and are constantly innovating; looking for new and better ways to provide the best care and supports possible.

Passion and commitment permeate everything we do. Driven by our values, we treat our clients, volunteers, donors, and each other, with dignity and respect. We recognize that diversity is the foundation for understanding the needs of our stakeholders. We believe the best way to serve our clients and volunteers is to create an environment and culture that empowers our staff to be as productive and happy as possible.

That includes:

- Versatile work options
- Onsite exercise facility and programs
- Onsite hot lunch options from our own kitchen
- Free parking

If what we do resonates with your core values then we want to hear from you!

The Role: Working closely with our Transportation Team, our Drivers are responsible for providing safe transportation to seniors and adults with disabilities to medical appointments, day programs, shopping and other errands.

You:

- Enjoy working with a wide variety of people
- Thrive on constant change and challenges
- Have superior customer service, communication and interpersonal skills
- Have the outmost respect for privacy, confidentiality and boundaries
- Are dependable, trustworthy and able to work independently
- Are compassionate and caring
- Remain calm in unexpected situations
- Love working as part of a dynamic, responsive and ever changing team
- Are comfortable driving any of our agency vehicles
- Are familiar with Waterloo Region

Responsibilities

- Provide safe transportation of clients to medical appointments, day programs, shopping (list and escorted) and other errands following routes provided by schedulers
- Assist clients in and out of vehicles, escorting them safely inside buildings
- Assist clients with carrying items such as groceries and walkers
- Maintain positive and friendly communication with clients
- Pick up Meals on Wheels meals and deliver to depots and clients
- Other deliveries and pick up duties as assigned
- Liaise with day programs and clients to confirm daily schedules
- Perform circle checks and maintenance checklists to ensure safety
- Ensure vehicles are clean, full of gas and prepared for client transportation
- Record information following pick-ups and deliveries, document concerns, maintain log of vehicle service and repairs
- Communicate regularly with Manager, Customer Service and Logistics, and Scheduling Team
- Regular cleaning and elevated disinfection of vehicles for the prevention of COVID-19, and to ensure the safety of all clients and colleagues

Education/Qualifications

- At least three years with a valid G Driver's License
- Ability to produce and maintain a Clean Drivers Abstract
- Required to apply for a police records check for the vulnerable sector within four weeks of hire
- Required to obtain Emergency First Aid/CPR A certificate with four weeks of hire
- Experience working with seniors and/or adults with disabilities an asset
- Ability to communicate in languages other than English an asset

Working Hours & Environment

- Willing to be scheduled and/or work on-call
- Availability to work daytime shifts; evenings and weekends occasionally required

If this role sounds like the opportunity you have been looking for to challenge yourself, we would love to hear from you!

Please submit resume and cover letter though <https://ca.indeed.com/>, clearly identifying the unique attributes you bring to the position by **November 25, 2020**.

We are happy to accommodate the needs of qualified applicants under the Ontario Human Rights Code and Accessibility with Ontarians with Disabilities Act (AODA) in all parts of the hiring process.

No phone calls or emails please. Only those applicants selected for an interview will be contacted.

IMPORTANT: Please note that some of the above functions and responsibilities may be reduced and/or are being performed in a different capacity (including virtually) during the pandemic. Regular business activities will resume when it is safe to do so.

For more information about Community Support Connections please visit:
www.communitysupportconnections.org

COVID-19 considerations:

Community Support Connections has a comprehensive COVID-19 Policy and Safety Plan; all appropriate precautions will be taken during the recruitment process and upon hire.