



Job Posting

Part Time or On Call Driver (1 position)

Momiji Health Care Society is a non-profit organization providing services to senior citizens of primarily Japanese-Canadian descent, in an effort to maximize their independence, health, and quality of life. We are currently seeking a Part Time/On Call Driver to service the tenants within the building and seniors within the community.

- Date Posted:** September 14, 2020
- Start Date:** As soon as possible
- Working Hours:** Shifts are between 8:00AM and 6:00PM; occasional weekend shifts will be required. No guaranteed hours for on-call position.
- Reports to:** Client Liaison Coordinator
- Hourly Rate:** To be negotiated based on experience

Responsibilities include, but are not limited to:

- Driving clients safely to and from their destinations, using Momiji's vehicles
- Assisting clients safely in and out of the vehicles, including use of the wheelchair lift
- Keeping records of all drives and any incidents that occur
- Accurately tracking hours, mileage, and other statistics
- Recording any concerns regarding vehicle functioning and reporting them as soon as possible

Other Duties:

- Regular upkeep and maintenance of Momiji's vehicles, including regular safety checks; taking the vehicles for fuel, repairs, and safety inspections; maintaining cleanliness of the interior and exterior
- Accurately tracking and maintaining all required transportation statistics for quarterly statistical reports
- To train new volunteer drivers on how to use Momiji vehicles
- Obtaining and keeping required paperwork (e.g. copies of license and insurance, driver's abstract) and permission forms from all volunteer and staff drivers, on an annual basis
- To assist supervisors with other administrative duties related to Transportation Programs, as assigned

A successful candidate will possess the following strengths/skills:

- Safe, clean driving record
- Valid personal automobile insurance policy
- Comfortable operating Momiji's three vehicles
- English language skills required; Japanese language skills an asset

Required Certificates:

- *Valid F-class Driver's License*
- Police Vulnerable Sector Check required before start date
- Current first aid/CPR certificate

Momiji Health Care Society is a diverse work environment and equal opportunity employer. We encourage applications from all persons, including persons with disabilities. Accommodation will be provided if needed in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disability Act.

Interested Applicants should forward their resume and cover letter to Aki Yang, Payroll Manager in person or by email jobs2020@momiji.on.ca by September 30, 2020 at 4:00pm.

While we thank all applicants for their interest, only those applicants selected for interview will be contacted.