

# EMPLOYMENT OPPORTUNITY

## Job Information

<b>Job Title</b>	Transportation Driver
<b>Department</b>	Community Support Services
<b>Location</b>	The Good Companions Senior's Centre, 670 Albert Street.
<b>Reports to</b>	Community Support Services Manager
<b>Type of Position</b>	<input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Other:
<b>Term</b>	Casual Position, back up for vacation and driver absences
<b>Estimated Start Date</b>	July 2025
<b>Salary</b>	Hourly rate: \$18.73 + 4% vacation pay
<b>Posting Date: June 5th 2025</b>	<b>Closing Date:</b> Ongoing until position is filled

**All interested applicants should submit a cover letter and resume by e-mail at: [akendall@thegoodcompanions.ca](mailto:akendall@thegoodcompanions.ca) quoting competition "COMP: CSS Transportation Driver".**

The Good Companions Seniors' Centre is committed to meeting the needs of persons with disabilities in alignment with the key principles of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) of independence, dignity, integration and equality of opportunity. In accordance with this legislation, accommodation will be made for applicants with disabilities throughout the selection process. Accommodations will be made available for successful candidates with disabilities upon request.

## Key Tasks and Responsibilities

### Client Service

- Safely drive clients to medical and essential appointments, showing patience, compassion, and care.
- Punctually pick up and drop off clients at designated locations, ensuring timely transportation.
- Assist clients in and out of the vehicle using verbal cues and offering minimal physical assistance when needed.
- Communicate effectively with clients to understand their travel needs and appointment details.
- Escort clients from door-to-door, ensuring their safe arrival and notifying the appropriate person at the destination.
- Carefully handle and secure mobility aids and equipment to prevent damage and ensure safety.
- Occasionally load and deliver items, such as food and other essentials, as arranged by the Transportation Coordinator.
- Promptly report any incidents, concerns, or safety issues to the Transportation Coordinator.

## Vehicle Operation and Maintenance

- Perform daily vehicle safety checks and inspections, reporting any maintenance needs immediately.
- Participate in the vehicle maintenance schedule, take vehicles in for service and maintenance.
- Accurately record and report all drives, mileage, and time.
- Comply with all traffic laws and maintain safe driving practices.
- Ensure vehicles and equipment are cleaned, sanitized, and refueled after each shift.

## Organizational

- Fulfills The Good Companions' mission, vision and values.
- Works with an open, friendly and professional approach toward clients, members volunteers, independent contractors, community representatives and staff.
- Disseminates information to members, volunteers, clients and members of the community.
- Keeps professional skills and knowledge up to date through formal and informal training.
- Complies with all mandated legal/regulatory requirements, policies and procedures related to working at The Good Companions (e.g. Occupational Health and Safety, standards of professional conduct, confidentiality, CPR and First Aid).
- Abide by protocols for health and safety (e.g. wearing mask if requested, hand sanitization, vehicle wipe down).
- Attends staff meetings as required.

## Qualifications

### Education

- Secondary School diploma (or equivalent).
- Current valid driver's license, Class G or higher in the province of Ontario.
- Additional driving skills training e.g. defensive driving, winter driving, is an asset.
- C.P.R. and First Aid Certificate, (renewed annually).

### Experience

- 1-2 years experience of working with older adults or adults with a physical disability; preferably in a community setting.
- Minimum of 3 years of driving experience with a clean driving record (Drivers Abstract is required).
- Experience working with people from a wide range of multi-cultural backgrounds.
- Experience handling personal and confidential information.
- Driving experience in the City of Ottawa and Downtown/urban areas.

## Operational Requirements

- Negative Police Record Check for working with the vulnerable sector.
- No known health conditions that may impair ability to drive safely.
- Must be at least 25 years of age for insurance purposes.
- Additional mandatory training to be completed as required.

## Skills Required

- Excellent verbal and written communication skills in English, ability to communicate in other languages, e.g. French, Mandarin, Cantonese, Arabic will be a strong asset.
- Complete and submit written reports e.g. incident reports, vehicle logs and time sheets.
- Technology literacy; email, use of smart phone, texting and mapping software.

## Abilities

- Ability to work independently out in the community, with support from staff as needed.
  - Safely operate a vehicle with passengers on board and drive various agency owned vehicles as needed.
  - Maintain a clean driving record and report any changes to driving record.
  - Take initiative and use sound judgment to identify and resolve problems and make recommendations for service improvement.
  - Organize and plan work to meet deadlines, flexibility to adjust to last minute changes of schedule, e.g. cancellations, change in appointment time.
  - Maintain a professional attitude and ability to handle sensitive issues and information tactfully, diplomatically, and confidentially, remain calm when under pressure.
  - Provide an exceptional quality of service to our clients, using sound interpersonal skills with ability to quickly establish rapport and trust with clients, caregivers, families, internal and external stakeholders.
  - Be non-judgmental, open-minded and sensitive to the needs of people with physical disabilities.
- 2SLGBTQ+ (2 Spirited, Lesbian, Gay, Bisexual and Transgender, Queer), from Indigenous Communities and a wide range of diverse cultural backgrounds.
- Work collaboratively as part of our Staff team.

## Working Conditions

- Occasional work/shifts to cover driver absences.
- Days/Hours of Work: Shift duration will vary between Monday and Friday, during our core hours of 8:30 a.m. and 4:00 p.m. with earlier starts or later finishes as needed based on client appointments.
- Work/drive out in the community in year-round weather conditions.
- Routine lifting and loading of mobility and safety equipment of up to 50lbs in and out of vehicles is necessary.

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- Long periods of time spent in a seated position driving a vehicle on Urban Ottawa roads.

## Disclaimer

This Job Description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required. Because of the changing nature of the work and the work to be done, the job specifications may be changed or altered as required.

The Good Companions Seniors' Centre is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, gender identity, gender expression, culture, religion, racial origins, ethnicity, socio-economic status, age, general appearance, abilities/disabilities and sexual orientation