



## External Job Posting

<b>Position Title:</b>	Driver/Dispatch rotation	<b>Pay Grade:</b>	\$17.00/per hour
<b>Position Type:</b>	Relief (on-call as needed)	<b>Hours of Work:</b>	Varied including weekends and holidays
<b>Reports To:</b>	Supervisor	<b>Date Posted:</b>	October 11, 2022
<b>Union:</b>	Public Services Alliance of Canada	<b>Closing Date:</b>	Open until Filled
<b>Competition Number:</b>	2022-PSA-40	<b>Number of Positions:</b>	Two (2)

### Position Overview

The Dispatcher is primarily responsible for arranging transportation (arrivals, departures and appointments) of clients using the Global Positioning System (GPS) to monitor the locations of the drivers and to direct them accordingly. This fast-paced environment requires the individual to have experience multi-tasking through phone communications, GPS and the use of dispatch system. The Dispatcher must always maintain a positive solution-based attitude and work well in a team environment. The position of Driver is responsible for transportation (arrivals, departures, and appointments) of clients.

### Qualifications

#### Prerequisites:

- A minimum of two (2) years direct work experience with Aboriginal people in a residential care setting.
- A clean driving abstract.
- The ability to lift up to fifty (50) lbs.
- The ability to deal with difficult clients, escorts and/ or visitors.
- A valid Class G Driver's License, WHMIS and First Aid / CPR Certificate.

#### Preferred:

- Demonstrable and proven abilities in office work, phone etiquette, and computer literacy, client supervision and written and verbal communication.
- Proficiency in the use of computer systems (Computerized database system, Microsoft Word, Excel and other Web based tools).
- Fluency either in Ojibway, Oji-Cree or Cree would be an asset.
- An understanding and appreciation of Indigenous culture.
- Ability to resolve conflict and solve problems.
- Knowledge of basic computer programs and aptitude to learn new software systems.
- Excellent communication skills.



## **Duties and Responsibilities**

1. Primary responsibility is arrange and provide transportation of clients to and from medical appointments to pharmacies and for arrivals and departures.
2. Answer the phones using proper telephone etiquette.
3. Multi-task by speaking to drivers on the radio and entering information into the system.
4. Conduct daily circle checks, maintain cleanliness of vehicles and record use of vehicles in the Trip Logbook.
5. Assisting clients as necessary.
6. Be willing and able to drive all vehicles in the Fleet.
7. Report in writing to the Maintenance Manager any maintenance or repair needs.
8. Have knowledge of fire evacuation procedures.
9. Participate in monthly and other staff meetings.
10. Other duties as assigned by the Supervisor and/or the Executive Director or Designate.

## **Application Process:**

Interested candidates may apply in person, by mail, email or fax. Your application should include the competition number (**2022-PSA-40**), your cover letter and resume and may be submitted in confidence to:

Wequedong Lodge of Thunder Bay  
678 City Road, Fort William First Nation, ON P7J 1K3  
Fax: (807) 626-9365

Email: [HR@weqlodge.org](mailto:HR@weqlodge.org)

Wequedong Lodge is an equal opportunity employer and provides accommodation for job applicants in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process. To make a request, please contact [kwright@weqlodge.org](mailto:kwright@weqlodge.org).

Wequedong Lodge is dedicated to ensuring a safe, comfortable, and culturally appropriate environment for its clientele. As a tool in the recruitment screening process, all offers of employment to external candidates shall be conditional upon a Police Vulnerable Sector Check (PVSC) to ensure the absence of relevant criminal convictions.

Evidence of full vaccination will be required prior to the start of employment in accordance with our Covid-19 Vaccination Policy.

Regular attendance at work is imperative, therefore, all applicants will have to demonstrate good record to be considered for this position.

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.