

Position Summary: Fairview Senior's Community is recruiting a dynamic, enthusiastic individual to join our Program & Services Team. This position assists in supporting the vibrant program department by safely transporting older adult passengers on trips of shopping/interest/entertainment, access to community resources and meaningful social inclusion.

Reports to: Director Program & Services

Assets and Qualifications:

- F Class (or equivalent) drivers licence in good standing
- Standard First Aid and CPR
- Strong interpersonal skills with ability to recognize and act on the needs of older adult passengers
- Proven problem-solving skills
- Physical capacity to assist individuals with difficulty walking, push wheelchairs up/down ramp, secure buckles, clamps etc.
- Experience working with seniors with complex, age-related diseases and/or mental health concerns
- Must be self-motivated to ensure all routes/pick-ups/drop-offs are completed on time
- Positive, team-work attitude and approach to work
- Current Police Record Check with Vulnerable Sector component required
- Current TB skin test or ability to obtain

Position Specific Responsibilities: include, but are not limited to, the following:

- Works closely with the Director Program & Services, and the program team
- Prepare bus for outings including circle/safety checks and paper work, report maintenance issues, follow all organizational policies and provincial legislation in relation to bus operation
- Check outing registration lists and confirm passenger pick up locations.
- Assist passengers to embark/disembark the bus, secure wheelchairs with proper restraint systems, secure walkers or other shopping materials before departure.
- Collects bus ridership fees if needed.
- Offers safe, supportive, flexible and friendly services to older adult passengers.
- Fills bus with fuel, cleans/disinfects bus, transports bus to maintenance appointments.
- Ultimately ensures the utmost safety of all passengers and routes.

Shift Information: Part time flexible schedule required, approximately 15 hours per week. May include evening and/or weekend work as well as statutory holidays.

How to Apply: Submit your application in writing to the Director Program & Services, sfmartin@fairviewmh.com by Friday October 1, 2020

If you require accommodations throughout the recruitment, selection and assessment process, per the Accessibility for Ontarians with Disabilities Act 2005, please speak with the hiring contact. Fairview Seniors Community will be pleased to support you.