



JOB POSTING

Title: Casual/On call Driver – Ontario Works
Reports to: Social Services Administrator
Terms: 6-12 month contract – Ontario Works’ Client
Hours: 35 hours per week
Salary: \$15.00/hr
Location: Ontario Works Office

The Casual/On call Driver is a 6-month contract for an **Ontario Works recipient/client** who can be available at any time/any day to transport clients or meeting needs of Ontario Works office using company vehicle, on an as needed basis

Qualifications:

- Valid Class G Driver’s license
- Clean Drivers Abstract
- Ability to get to Ontario Works office on their own.
- Knowledge of using GPS
- Ability to keep Confidentiality
- Excellent time-management skills and able to meet deadlines
- Clean Criminal Record Check including Vulnerable Sector Screening

Duties:

- To be available with minimal notice
- Strong geographic knowledge of the Grey/Bruce area
- Ability to log mileage and maintain log for reporting
- Ability to understand customer needs for confidentiality
- Strong time management and organizational skill
- Self-motivation and be driven to work in an environment that relies on teamwork to meet goals.
- A positive & professional attitude, along with ambition, organization and service spirit

Applications MUST include:

- Current covering letter
- Current resume
- Three names (not letters) of references with telephone numbers and/or email addresses (one must be current or most recent employer)

DEADLINE DATE: Friday August 20th, 2021 @ 4:00 p.m.
(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview

Qualified Saugeen First Nation members will be given priority

Successful candidate will be asked to provide a current Criminal Record Check including Vulnerable Sector Screening as a condition of employment; along with a valid Clean Drivers Abstract

Applications will be received:

At Office: Human Resources Manager, 519.797.2781 ext.1110

By Fax: (519) 797-3458

By E-Mail: joe.wesley@saugeen.org

By Mail: Human Resources, 6 Cameron Dr., Southampton, ON N0H 2L0