



CARCROSS/TAGISH FIRST NATION

EMPLOYMENT OPPORTUNITY

Job Title: Auxiliary Medical driver

CLOSING DATE: February 28 / 2017

DEPARTMENT: Health and Wellness

STATUS: Aux - On call (1-2 Year term)

SALARY: C/TFN Wage Scale Level 1-4 depending on education and experience

JOB SUMMARY

Under the direct supervision of the Program Manager. The Medical Driver will be responsible for integrating the four elements of the Values and Virtues of life (mental, emotional, spiritual and physical) into these programs. The person in the position must be willing to change with in the on going evolution of C/TFN circle of governance

QUALIFICATIONS

- Responsible for transporting clients to and from medical appointments and any other appointments that are per-approved.
- Responsible for providing the correct documentation to the administrative assistant
- Responsible for reporting any damage or repairs required to the medical van.
- Responsible for Recording and maintaining an updated travel Log to be turned in bi – weekly
- Responsible for getting to and from work on time.

CONDITION OF EMPLOYMENT

- Must have a valid class 4 Yukon Driver's Licence
- Must provide a current Driver's Abstract
- Must have a minimum of (5) five years driving experience with a clean driving record free of Demerit Points
- Must include ideally a minimum of (3) three years, of relevant customer service experience including direct contact with the public and dealing with a driver population
- Must provide a Police Record check and Vulnerable Sector check
- Must have Conflict Resolution Skills

An Auxiliary list will be established from this competition. No compensation will be given for moving costs and must be eligible to work in Canada.

We thank all those who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Carcross Tagish First Nation citizens on all competitions for C/TFN.

Candidates applications/resumes should clearly demonstrate their related qualifications, since selection for further consideration will be based on the information provided. Job descriptions are available from the C/TFN Human Resource Department

APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.

Please apply to:

Carcross/Tagish First Nation

Finance & HR Department

Box 130, Carcross, Yukon Y0B 1B0

Phone: (867) 821-4251 Ext 8213 or 8269 Fax: (867) 821-3903

Email: humanresources@ctfn.ca