



Muscowpetung Saulteaux Nation

Box 1310
Fort Qu'Appelle, SK
S0G 1S0

Job Position: Medical Transportation Driver
Full-time: 35 hours/week
Location: Muscowpetung Saulteaux Nation, Health Center
Duration: Term, 4 Months (December 2019 to March 2020)

The Muscowpetung Saulteaux Nation is seeking a Medical Transportation Driver to coordinate, schedule and transport on-reserve band members to their medical appointments. Under the direction of the Director of Health and Wellness, consults with the Medical Transportation Health Clerk, operates and maintains a medical van for the purpose of patient transportation.

Duties and Responsibilities:

- Operates and maintains Medical Transportation Program vehicles; collects and inputs medical transportation data; and consults with the Medical Transportation Coordinator in the planning and delivery of transportation services;
- Maintains a logbook of all transportation, provides destinations, etc., and of all deliveries of medical supplies and completes the required forms;
- The hours of service will include extended hours of service Monday to Friday as well as week-ends and statutory holidays;
- Transports individuals to and from medically required health services/appointments; maintaining a pre-arranged schedule;
- Maintains the program funding requirements for Medical Transportation;
- Reports and maintains the vehicle in good running condition;
- Other duties, as deemed appropriate under the Department of Health that may arise as a result of new initiatives and/or unexpected circumstances..

Qualifications:

1. Minimum Grade 12 diploma or equivalent;
2. Must have valid driver's license and provide a clear Driving Abstract;

3. Proficient in oral and written communication skills;
4. Be able to work flexible afterhours on call rotation to attend to emergency situations (Friday 4:30 pm to 9:00 am the following Friday);
5. WHMIS, Health & Safety in the Workplace, Valid CPR/First Aid Certificate;
6. Provide a criminal record check/Vulnerable Sector-CPIC;
7. Six [3] month probationary period.

Deadline: Thursday November 21, 2019, 4:00 pm

Application: To ensure consideration, submit a cover letter outlining qualifications, resume, along with 2 professional references

To Apply: Applications can be forwarded in person, by post mail, fax or email to:

Attn: Medical Transportation Driver

Muscowpetung Saulteaux Nation
P.O. Box 1310
Fort Qu'Appelle, SK
S0G 1S0
Fax: 306-723-4710

Email: sheri.kaiswatum@muscowpetung.com

All applications are appreciated, only those applicants selected for an interview will be contacted