

MEMO

DATE: February 22, 2019

FROM: Anne Newman

TO: All STAFF – INTERNAL/EXTERNAL JOB POSTING

Please post the following employment opportunity in your office and pass along to any volunteers you may feel would be interested. This internal posting is applicable to current CCN employees and volunteers. This position will also be advertised externally at the same time as this internal posting.

Part-time Community Van Driver

To meet and board passengers at their pick up locations, and transport to and discharge them at their destinations safely and comfortably. To complete administrative activities related to the service, such as collection and security of cash. To ensure that the vehicle is clean, well maintained and to contribute to team and service efficiency. There is more than one position available for both the **Trent Hills/Campbellford** area as well as the **Cobourg/Port Hope** area as we provide community transportation throughout **Northumberland County**.

Qualified applicants must possess the following:

- Valid F Ontario Drivers License; clean driver's abstract
- Possession of current Emergency First Aid and CPR Certificate
- Physical ability to perform the duties of the job
- Demonstrated excellent and safe driving skills
- Good interpersonal and communication skills
- Good organizational skills and attention to detail
- Good management skills and a demonstrated ability to adhere to schedules
- Demonstrated neat and appropriate personal hygiene and clothing
- Work well independently
- Team oriented
- Knowledge of the voluntary and long term care community sector an asset

Interested applicants mail, email or fax resumes by March 31 2019 to:

Community Care Northumberland/Van Driver

Attn: Anne Newman

Email: a.newman@commcare.ca

Fax: 705-653-0932

Full job description is available upon request.