



Employment Opportunity

Mission Statement: Senior Persons Living Connected (SPLC) supports healthy aging by providing client-centered housing, programs and services that meet the needs of diverse older adults.

Position: SPLC Vehicle Driver

Hours of Work: Part-time

Reports to: Community Service Supervisor

Date posted: **August 2018**

Deadline: **Ongoing**

Respond to: Human Resources Department, Email: hrd@splc.ca

Fax: (416)-493-3391

Position Summary

Responsible for providing safe and reliable transportation to clients of SPLC for medical appointments, Adult Day Programs, shopping, delivery of meals, and other essential purposes.

Responsibilities:

- Provides driving services to clients attending early or evening medical appointments, Day programs and other activities
- Assists clients to board and exit vehicles and ensure all passengers are safely seated and secure
- Collects and secure service fees
- Works with the service team to ensure services are delivered in timely, caring, and safe manner
- Delivers meals to community clients in a timely manner, visit clients briefly, maintain friendly contacts, and encourage healthy eating and healthy living
- Maintains service records and reports
- Provides back up to department staff when absent
- Performs other support duties



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Education:

- High School graduate with OSSD, or equivalent

Experience and Skills:

- G Drivers License
- Work or volunteer experience in social services in multi-cultural communities is preferred
- Experience with transporting older adults to appointments is preferred
- Valid Ontario Driver's License with clear driving record
- F or B Driver's License an asset
- Knowledge of Ontario Highway Traffic Act
 - Knowledge and experience working with frail or cognitively impaired seniors
- Ability to work both independently and as part of a team.
- Good interpersonal and communication skills, both verbal and written
- Good customer service manner and observation skills
- Fluent in written and verbal English
- Ability to speak a second language considered an asset

Other:

- Background Check including vulnerable sector screening required
- Clean driver's abstract required

Senior Persons Living Connected (SPLC) is a diverse work environment. We encourage applications from all persons, including persons with disabilities. Accommodation will be provided, if needed, in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disability Act.



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Please submit your application quoting the position you are applying to by mail, fax, and email or drop off in person at our customer service desk:

Mail: Human Resources Department

3333 Finch Avenue East

Scarborough, ON

M1W 2R9

Fax: 416-493-3391

Email: hrd@splc.ca

While we thank all applicants for their interest, only those applicants selected for interview will be contacted.