



Employment Opportunity

Mission Statement: St. Paul's L'Amoreaux Centre supports healthy aging by providing client-centered housing, programs and services that meet the needs of diverse older adults.

Position:	Driver (Casual)
Hours of Work:	Due to the nature of the position, the number of hours of work each week is variable
Reports to:	Community Service Supervisor
Respond to:	Human Resources Coordinator, Email: hrd@splc.ca Fax: 416-493-3391

Position Summary

Responsible for providing safe and reliable transportation to clients of St. Paul's Centre for medical appointments, 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

Education:

- High School graduate with OSSD, or equivalent

Skills & Experience:

- Hold valid Ontario Driver's License with clear driving record
- F or B Driver's License required
- Knowledge of Ontario Highway Traffic Act
- Work or volunteer experience in social services in multi-cultural communities is preferred
- Experience with transporting older adults to appointments is preferred
- 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 languages considered an asset

Other:

- Background Check required
- Clean driver's abstract required

St Paul's L'Amoreaux Centre 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 Disability Act.



Employment Opportunity

Please submit your application quoting the position you are applying to by mail, fax or email:

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.