



Cowichan Tribes

5760 Allenby Road Duncan, BC V9L 5J1
Telephone (250) 748-3196 Fax: (250) 748-1233

Employment Opportunity **TRANSPORTATION DRIVER** Reference No. TWT-ADM-TRANS-0112

PURPOSE: Reporting to the Transportation Program Coordinator Ts'ewulhtun Health Centre currently has an opening for a transportation driver to offer safe transportation for health centre programs and services. This is a fulltime permanent position.

RESPONSIBILITIES:

- Flexibility – ability to work with limited notice; day and some evenings as required
- Demonstrated ability to use road sense and safely transport community members to and from the Health Centre programs
- Demonstrated ability to drive a 14-passenger van
- Pre and Post vehicle checks and log; keep accurate information according to the vehicle manual
- Ability to use and operate the two-way radio stationed on the van
- Ability to clearly communicate with parents, children and staff
- Teamwork and ability to be patient with children, parents and staff and accept direction from immediate supervisor as well as other staff who organize drivers and transportation for health centre programs
- Ability to commit to scheduled program changes
- Perform miscellaneous duties as assigned

QUALIFICATIONS:

- Class-5 Drivers License required. Class-4 Drivers License is preferred and a minimum of two-years of safe driving is required; unrestricted is considered an asset
- Current Drivers Abstract
- Excellent written and oral communication skills
- Successful completion of a current Criminal Record Check (C.R.C) is required
- First Aid and CPR-C certified
- Knowledge of the Hul'qumi'num language, culture an asset
- Specific knowledge of Cowichan community is an asset

Please refer to Reference No. TWT-ADM-TRANS-0112 when submitting your cover letter, resume, and three references to:

Human Resources Manager, Cowichan Tribes
5760 Allenby Road Duncan, BC V9L 5J1

Email: resume@cowichantribes.com

Deadline: 4:00 p.m. Tuesday, February 7, 2012