



Siksika Family Services Corporation  
Siksika Income Assistance Program  
**Van Driver - On Reserve**  
Limited Part-Time  
Closing Date – September 20, 2022



**GENERAL STATEMENT OF POSITION:**

To ensure the clientel are safe and well cared for while being transported to school and their programs, therapy or visits with families. The Van Driver must be vigilant and have a keen sense of direction. Van Drivers must also be able to maneuver their vehicles during unforeseen road conditions. To be considered for this role, you should have a valid driver's licence and a clean driving record with no traffic violation. Note that you must have reliable transportation to transport our clients.

**SUPERVISION RECEIVED:** Siksika Income Assistance Program Team Lead and Director

**SUPERVISION EXERCISED:** None

**DUTIES AND RESPONSIBILITIES:**

- Driver responsibilities include arranging regular cleaning and performing general checks and maintenance on transport vehicle.
- Keep a daily log an time of passenger pick-ups and drop offs.
- Submit complete passenger reports.
- Ensure attendance at the place of the pickup in a time-efficient manner.
- Assist passengers with a medical disability if they require help into Van.
- Follow the safest and most convenient route as possible with clients on board.
- Report difficult passengers and or any type of verbal or threatening behavior.
- Must have a polite and professional disposition.
- Ability to remain calm in stressful driving situations
- Must be cheerful and have a positive demeanor with clients.
- *Due to limited space the duties of this position have been shortened but will be made available to successful interview candidates only.*

**EDUCATION AND EXPERIENCE:**

- High School Diploma/GED and be over 18 years of age, with three (3) years recent relevant experience.
- Proof of valid class 4 driver's licence and clean driver's abstract, dated within 6 months of application. Included also is a 2 million third party liability.
- Experience working with Siksika clientel and have some understanding of the Blackfoot Language and culture.

Resumes and cover letters should be emailed to [familyserviceshrm@siksikafamilyservices.com](mailto:familyserviceshrm@siksikafamilyservices.com) before 11:00 p.m. of posting closing date. **PLEASE QUOTE Competition number #045-2022**

**IMPORTANT:** All applications *must* include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Drivers License
4. Covid 19 Vaccination Record
5. Complete the Oath of Confidentiality

The Siksika Family Services (SFS) COVID 19 Vaccination Policy requires all employees to be fully vaccinated. The successful candidate must be fully vaccinated and provide SFS Human Resources with proof of vaccination. The Siksika Family Services will provide reasonable accommodation, if the successful candidate cannot be vaccinated due to grounds protected by human rights legislation.

**Please Note:** Only complete applications will be considered. SFSC wished to thank all applicants and advise that only those candidates selected for an interview will be contacted.