

## **JOB OPPORTUNITY: Medical Van Driver (Term Agreement)**



**Organization:** Red Rock Indian Band (RRIB)

**Location:** Lake Helen Reserve (and surrounding regional areas)

**Position Type:** Term Agreement

**Term Duration:** As soon as possible until **March 31, 2027**

(possibility of permanent employment after term)

**Hours of Work:** Guaranteed a minimum of **25 hours weekly - up to 35 hours/week**

**Application Deadline:** June 5, 2026, at 3:00 PM

### **Position Overview**

We are seeking a compassionate, dependable, and community-minded **Medical Van Driver** to join the RRIB Health Department. This role is an important part of supporting community members by providing safe and respectful transportation of clients and medical supplies while following traffic laws, healthcare regulations, and RRIB policies.

### **Key Responsibilities**

- **Patient & Supply Transportation:** Safely transport clients to and from medical facilities, private residences, and other destinations, and deliver medical equipment, supplies, or prescriptions as required.
- **Patient Assistance:** Assist clients boarding and exiting the vehicle, including those with mobility challenges or wheelchairs, while ensuring comfort and safety.
- **Vehicle Maintenance & Safety:** Complete pre- and post-trip inspections, monitor fuel levels, keep the vehicle clean, and report mechanical issues or accidents promptly.
- **Record Keeping:** Maintain accurate logs of trips, mileage, fuel use, patient information, and any incidents using organizational tracking systems.
- **Compliance & Professionalism:** Follow traffic laws, safety standards, RRIB policies, and patient confidentiality requirements.
- **Emergency Preparedness:** Respond appropriately to emergencies in transit, using CPR and First Aid when required.
- **Fleet Support:** Assist with vehicle scheduling, route planning, and minor maintenance tasks as required.

### **Required Skills and Qualifications**

- **Valid Driver's License:** A valid, clean provincial driver's license with an excellent driving record (abstract required).

- **Physical Fitness:** Ability to sit for extended periods, assist clients with mobility needs, and load medical equipment or supplies.
- **Communication & Interpersonal Skills:** A caring, respectful, and professional approach when working with clients, community members, and health department staff.
- **Knowledge of Local Routes:** Familiarity with regional geography, traffic patterns, and efficient navigation.
- **Cultural Competence:** Awareness and respect for Anishinabek culture, with a strong commitment to supporting First Nations community members.

### **Additional Conditions of Employment**

- Within one week of employment, the employee will be required to provide their Manager with a receipt of payment to validate that an application for a VSC is in progress with the Ontario Provincial Police.
- Flexibility to work varying schedules, including long-distance driving or shifts adjusted based on changing client needs.
- Signed acknowledgment of the RRIB Code of Conduct and Confidentiality Agreement prior to commencing work.

### **How to Apply**

Interested applicants are invited to submit a cover letter, current resume, and three references to: [jobs@rrib.ca](mailto:jobs@rrib.ca) by June 5<sup>th</sup> at 3:00 pm.

or

Drop-off Location:

Red Rock Indian Band Office

2 Gas Road, Lake Helen Reserve

*Please quote "Medical Van Driver - Term Position" in the subject line.*

### **Recruitment & First Nations Preference**

RRIB is committed to an objective, criteria-based hiring process while actively prioritizing the recruitment, training, and professional development of its members and First Nations candidates. Employment opportunities are open to all qualified applicants.

*We thank all applicants for their interest; however, only those selected for an interview will be contacted. Incomplete applications may not be considered.*

### **AI Acknowledgement**

This job posting was prepared with assistance from AI-supported drafting tools. All content has been reviewed, edited, and approved by Red Rock Indian Band staff to ensure accuracy, cultural relevance, and alignment with organizational values.