

# DufferinOaks

Long Term Care Home

Dufferin Oaks is a not-for-profit Home owned and operated by the County of Dufferin under standards established by the Ministry of Health and Long Term Care. 160 residents call Dufferin Oaks home, living in private, semi-private and standard rooms. Dufferin Oaks provides accommodation, meals, supportive services, socialization and a full range of nursing care services for persons who, for various reasons, cannot live independently in the community. We are currently recruiting for qualified, caring and compassionate:

## Transportation Drivers

<b>JOB ID:</b> 67-23	<b>LOCATION:</b> <a href="#">151 Center Street, Shelburne ON</a>
<b>JOB TYPE:</b> Casual	<b>DEADLINE TO APPLY:</b> 4:30 p.m. on December 31, 2025

Reporting to the Client Services Coordinator, the Transportation Driver is responsible for the safe and reliable transportation of seniors and disabled adults for medical and other appointments.

### What we can offer YOU!

- A competitive hourly wage ranging between \$20.16 – \$22.93
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

### What you'll do

- Drive county vehicles to transport clients in a safe and courteous manner.
- Escort and assist clients door to door to appointments.
- Ensure all rides are provided in safe and responsible manner in compliance with all policies and procedures. Ensure that clients embark safely, and ride in their seats with seat belts buckled. Ensure the safe use of the Q-strait and lift/ramp when applicable. Ensure clients safely disembark from vehicle
- Operate vehicle in compliance with the Ontario Traffic Safety Act.
- Perform a daily circle check before driving vehicle and documentation to confirm.
- Report any client concerns to DCCSS staff.
- Use agency cell phone to maintain contact with DCCSS office and client contact while at appointment
- Responsible for maintaining paperwork as required for program i.e. mileage log book.
- Report any vehicle concerns, breakdown, malfunction or service needs.
- Responsible for fueling vehicle as required and keeping vehicle clean and abiding by cleaning procedures.
- Carries out other duties as assigned.

### What you'll bring

- Valid Class G driver's license.
- Valid Class F driver's license would be an asset.
- Valid personal automobile insurance (minimum \$1,000,000 liability).
- Clean drivers abstract.
- Sensitive to needs of seniors and individuals with physical disabilities and/or mental illness.
- Physically able to assist clients in and out of vehicle, folding wheelchairs and walkers, etc.
- Must be willing to work flexible hours as hours of work will vary depending on transportation requests. May include evenings and weekends.
- Must be flexible to potential call in for work or changes to schedules based on transportation needs.
- Must be willing to drive in busy urban centres such as Toronto.

DISCOVER YOUR CAREER WITH US



## Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: [hr@dufferincounty.ca](mailto:hr@dufferincounty.ca)

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

Please note that the County of Dufferin requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of employment and must provide proof of fully vaccinated status, or provide proof of a medical or Human Rights Code exemption, prior to starting employment.

All applicants are thanked for their interest. Only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

