

## Job Description

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|-----------------|------------------------------|
| POSITION:       | Driver                       |
| ACCOUNTABILITY: | Specialized Services Manager |
| CLASSIFICATION: | Casual                       |
| DATE APPROVED:  | October 27, 2021             |
| DATE REVISED:   | January 27, 2023             |

### **JOB PURPOSE**

The Driver will transport children to school, daycare, medical appointments, and activities as needed. The Driver functions within legislative requirements, regulations, policies, and procedures and the Mission, Beliefs, and Vision of the Nogdawindamin Family and Community Services and contributes to accomplishing the strategic priorities.

### **KEY JOB FUNCTIONS**

The Driver will provide safe transportation to and from various locations while maintaining a supportive and positive atmosphere. The Driver is responsible for appropriately conducting themselves, and setting an example for children, youth, parents, and co-workers by reflecting Nogdawindamin’s core values, vision, and mission.

### **Client Transportation:**

Transport children to school, daycare, medical appointments, and various activities.

- Provide safe transportation for children, youth, and families to and from appointments, school, daycare, visits, and recreational programs as scheduled using personal vehicle.
- Submit travel claims for mileage reimbursement on a bi-weekly or monthly basis.
- Operate a vehicle in compliance with regulations, including seatbelts and no cellular phone use while driving.
- Maintain a good driving record (Driver’s abstracts completed on all drivers).
- Be sure to plan transportation routes and schedules to make the most efficient use of resources.
- Driver picture identification is necessary
- Ensure the child (ren) is picked up on time from the scheduled pick-up point and is greeted by a responsible adult at the appointment.
- Complete thorough before and after trip checks each day and record all information on designated forms.
- Report any conflict of interest immediately to the supervisor.
- Develop friendly and positive relationships among staff, volunteers, parents, and children.
- Communicates regularly with other staff members and supervisor.
- Conveys pertinent information back to supervisor/manager/worker that may be observed or verbalized by child during trips.
- Demonstrate positive interaction and display positive role modeling for volunteers, children, students, and the public.
- Understand that program priorities may change, resulting in changes to your transport.

### **Relationship and Team Building:**

Work collaboratively and cooperatively at all levels to support the use of a family-centered, strengths- based, and child-focused practices while assisting families in building their capacities to provide safe and nurturing environments for children.

- Demonstrate behaviors, actions, and attitudes consistent with the Agency vision, mission, and values.
- Provide opportunities for enhancing and developing positive cultural identities of the children, families and communities served.
- Ensure appropriate communication and consultation with the supervisor at appropriate times.
- Ensure effective and professional communications with all internal and external service providers.
- Share information according to privacy and/or confidentiality guidelines.
- Work respectfully, positively, professionally, and collaboratively with team members.

**Cultural Competency:**

Participate in cultural activities within the Agency.

- Follow the Seven Grandfather teachings as it relates to the position in line with the vision and mission of the Agency.
- Actively attend and participate in regular Anishinaabe Aadziwin cultural training and/or activities provided by the Agency.
- Ensure appropriate cultural opening when coordinating meetings both within the Agency, for clients, families, communities, and other collaterals.
- Actively seek guidance from cultural staff on how to incorporate culture into the position or work from a cultural perspective.
- Engage in perspective learning and incorporating Anishinaabemowin language within the position.

**Administration and Reporting:**

Complete administrative functions and reports and adhere to Agency policies, procedures, and relevant practices.

- Complete and submit timesheets bi-weekly for payment.
- Complete monthly mileage forms and reports (in a timely manner)
- Ensure submissions of reports are completed and reviewed.
- Prepare reports, statistics, briefing notes and correspondence as required.
- Develop and maintain an individual detailed work plan of activities.
- Ensure confidentiality and safekeeping of all Agency documents and records.
- Develop and maintain accurate, up-to-date, and concise weekly activity reports.
- Prepare and submit monthly travel expense claims and maintain attendance records.
- Work in compliance with the Occupational Health and Safety Act and other relevant legislation.
- Follow Agency human resources, finance, and other policies and procedures in performing duties.

**Other Duties:**

- Act in accordance with agency Code of Ethics and always maintain confidentiality to protect the privacy of Agency staff, families, and communities.
- Perform additional related duties in accordance with job responsibilities and department objectives.
- Participate in training, cultural events, and other mandatory training as required.
- Other duties as required or assigned.

**QUALIFICATIONS**

**Minimum Education**

- Experience working with First Nation or Aboriginal agencies, children, and families.

**Minimum Experience**

- Equivalent combination of education and experience may be considered.
- Be physically able to safely enter and exit vehicles and assist clients into and out of the vehicle.

**Knowledge Requirements**

- Knowledge of Nogdawindamin programs and services.
- Knowledge of First Nation service delivery, customs and traditions relating to child welfare.
- Desire and ability to work with children, youth, and parents.

**Special Skills and Abilities**

- Excellent organizational and communication skills.
- Excellent time management skills.
- Ability to work with people of different backgrounds, abilities, opinions, and perceptions.

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- Reliable, dependable, empathetic, non-judgmental, attentive to detail.
- Ability to set boundaries and maintain confidentiality.
- Ability to take initiative and work independently with minimal supervision.
- Ability to work within a team environment.
- Ability to work flexible hours.
- Ability to display a positive and helpful attitude.
- Ability to adapt to change.
- Knowledge of computers.

### **Other Requirements**

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions, and the Seven Grandfather Teachings.
- Ability to understand and speak Anishinaabemowin is a definite asset.
- Must provide a Police Records Check deemed satisfactory by the employer.
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel.
- Must have a good driving record.
- Must have \$1M automobile insurance coverage.
- Maintain a clean vehicle.

### **WORK SITE LOCATION**

This position location to be determined.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The main physical demand is driving a vehicle. While performing the duties of this job, the Driver will typically be traveling and will be required to install car seats. The Driver is frequently required to operate a computer, file, and retrieve written documents. Other physical demands include, but are not limited to, standing, sitting, walking, lifting (35 pounds), carrying, reaching, handling, kneeling, crouching, and bending using proper technique.

Non-physical demands include a work environment where the noise level is usually moderate to high. The nature of the position may expose the Driver to high levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

Given the traditional practices of Aboriginal people, from time-to-time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

### **TECHNOLOGY & EQUIPMENT**

Computer, photocopier, telephone, fax machine and cell phones.

### **SUPERVISORY RESPONSIBILITY**

This position is not required to supervise any staff.

### **KEY RELATIONSHIPS**

#### **Internal**

The position requires interaction with the Specialized Services Manager, Team Supervisors, Frontline Child Welfare Staff, and Children Support Workers.

#### **External**

The position requires interaction with children, youth, and parents.

**DISCLAIMER**

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

**SIGNATURE**

This is to acknowledge that I have received a copy of this job description and understand its contents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date