

# Employment Opportunity

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## Van Driver

Senior Care

Part-Time

Flexible work hours may include some evenings and weekends

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*North York Seniors Centre* provides programs and services to promote the physical, emotional and social well-being of adults 55+ living in our diverse community.

This position reports to the Supervisor, Transportation.

### **Responsibilities:**

- Operate G class vehicles
- Provide door to door service and guided assistance to and from & in and out of vehicles
- Carry and left assisted devices and personal belongings, up to 20lbs
- Conduct daily inspections and documentation. Report all maintenance concerns and needs
- Perform minor vehicle maintenance tasks
- Assist with agency related deliveries
- Compliance with Health and Safety Regulations, Ontario Traffic Safety Act, MTO Regulations and internal Senior Care policies and procedures
- Participate in team meetings and various fundraising events as appropriate
- Good exchange of information with other transportation drivers to maintain effective communication, scheduling and continuity of care for our clients
- Participate in continuous quality improvement processes and assist the Transportation Team with research and development of best practices
- Promote and maintain a high standard of customer service that is client focused

### **Qualifications/ Skills:**

**Experience:** 2 years of experience driving a minivan or similar vehicle  
**Other:** Proof of valid G class driver's license and a current driver's abstract  
Completion of a vulnerable sector screening 1 year or less  
Experience working with seniors  
Good physical condition to support client's mobility and lift up to 20 lbs.  
Fluent in verbal and written English; other languages, an asset  
Current First Aid and CPR certification  
Compliant to NYSC's Vaccination Policy

### **Job posted until position is filled. Please submit your resume to:**

**Mail:** North York Seniors Centre,  
Attn: Human Resources Department  
21 Hendon Avenue, Toronto, ON M2M 4G8

**Fax:** 416 733.1858

**E Mail:** [hiring@nyseniors.org](mailto:hiring@nyseniors.org)

### **No phone calls, please.**

North York Seniors Centre is an equal opportunity employer. Thank you to all who express interest in this position. Only those candidates selected for an interview will be contacted.

North York Seniors Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). Applicants need to make their request for accommodation known when contacted.