



## EMPLOYMENT OPPORTUNITY

### Driver, Community Van

**Job Classification:** Driver, Community Van – Full-Time

**Competition #:** 2023-11

#### About the Role

Reporting to the Director, Health and Social Services, The Community Van driver transports citizens within the community of Old Crow and is responsible for the overall safety of passengers and cargo.

#### What you bring

- Class 5 Driver's License;
- Clean driver's abstract;
- High School Diploma or equivalent;
- Excellent customer service skills; and
- Current Criminal Records Check with Vulnerable Sector Check;

#### Working Conditions

- Adaptable to changing work assignments;
- Adaptable to respond to call outs in emergency situations; and
- Ability to work in extreme weather conditions.

#### What we offer

- A supportive and safe work environment;
- Competitive compensation will commensurate with qualifications;
- Work schedule including evening, weekend or shift work, as required;
- Work experience in a multi-disciplinary team; and
- Equal opportunity, diverse and inclusive workplace.

#### Working with Vuntut Gwitchin First Nation

*Our mission is to promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship, and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.*

**Applications close at 12:00pm on Friday, April 28, 2023.** Please forward resume to:

Human Resources Department  
Vuntut Gwitchin First Nation  
P.O. Box 94  
Old Crow, YT Y0B 1N0  
Email: [employment@vgfn.net](mailto:employment@vgfn.net)

A complete job description is attached.

Priority will be given to citizens of the Vuntut Gwitchin First Nation.

*While we appreciate all applications, only those selected for further consideration will be contacted.*



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## POSITION PROFILE

INTRODUCTION	
Position Title: Driver, Community Van	Reports To: Director, Health and Social Services
Dept: Health & Social Services	Location: Old Crow, YT
Staff: 0	Revision Date: April 2023
PURPOSE	
Reporting to the Director, Health and Social Services, The Community Van driver transports citizens within the community of Old Crow and is responsible for the overall safety of passengers and cargo.	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> <li>• Operates a van to transport citizens within the community. This includes driving passengers (elders and infirm citizens, and others as directed by the Manager) to and from medical appointments, the Coop store, community meetings and events, and the airport;</li> <li>• Assists passengers with transportation of packages and supplies;</li> <li>• Delivers meals to the homes of citizens and picks up food mail at the airport to deliver to elders and infirm citizens;</li> <li>• Deliver supplies, equipment, and other materials during emergency situations which may include food, water, medical supplies and other necessities;</li> <li>• Performs daily safety check on the vehicle to assure proper vehicle working condition and maintains safety equipment. Communicates defects and maintenance needs to the Director and adheres to a maintenance schedule;</li> <li>• Maintains a safe and clean vehicle. Washes the exterior monthly in summer and ensures lights are clean throughout the year;</li> <li>• Maintains various logs to track activities including maintenance, kilometres driven per day and a pickup/drop off log. Completes daily time sheets in the PayWorks system and keeps logs current and submits to the Director, as required;</li> <li>• Responsible for the safety of passengers while driving, and while entering and exiting the vehicle. Enforces conduct and safety rules while in the van. Reports incidents or concerns to the Director and completes incident reports immediately.</li> </ul>	

## ACCOUNTABILITY & IMPACT

- Safety of passengers and the reliability of the van service to transport citizens;
- Adherence to traffic laws and regulations;
- Attentive to weather and road conditions;
- Adheres to drop-off and pick up times of citizens and materials/supplies;
- Navigates to different locations quickly and efficiently during emergencies;
- Ensures vehicle safety and maintenance including tires, brakes, signals, mechanical equipment; and
- Maintains confidentiality and is respectful.

## FINANCIAL CONTROL

Annual budget under direct control of this position:	None
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Other responsibilities & influences:	None
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## WORKING CONDITIONS

Environment:	Driving is the main function of this role.
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Physical:	Frequent moderate activity to load/unload materials, and to help passengers to get in/out of the vehicle.
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Hazards/equipment:	The incumbent is required to drive citizens and supplies in a vehicle in varying weather conditions - in the extreme cold and only on gravel roads. May be exposed to emergency settings.
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Travel:	Frequent travel around community.
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*This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.*

## POSITION COMPETENCY PROFILE

<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"><li>• Experience as a driver;</li><li>• Knowledge of driving rules and regulations; and</li><li>• Knowledge of vehicle safety.</li></ul>
<b>Behavioral Competencies</b>	<ul style="list-style-type: none"><li>• Client service;</li><li>• Respect;</li><li>• Communication;</li><li>• Self-awareness;</li><li>• Time management;</li><li>• Teamwork;</li><li>• Adaptability; and</li><li>• Initiative.</li></ul>
<b>Conditions of Employment</b>	<ul style="list-style-type: none"><li>• Class 5 driver's license;</li><li>• Drivers Abstract;</li><li>• First Aid; and</li><li>• Satisfactory Criminal Record Check with vulnerable sector.</li></ul>