



VUNTUT GWITCHIN Government

Government of Vuntut Gwitchin First Nation

HUMAN RESOURCES DEPARTMENT

P.O. Box 94,
Old Crow, Yukon
Y0B 1N0

Phone: (867)966-3261
Fax: (867)966-3800
Email: jobs@vgfn.net

EMPLOYMENT OPPORTUNITY

COMMUNITY VAN DRIVER

Located in Old Crow
The position is full-time

Reporting to the Health and Social Department, the position is responsible for driving elderly and disabled community members to and from programs and services, including health centre, airport, store and bank during business hours (9:00 am to 4:30 pm.).

Other duties include:

- Pick up and deliver meals for H&S departmental programs
- Provide van services to elders and disabled members for community meetings and functions
- Work with the Government Services Department to ensure the vehicle is routinely serviced
- Conduct a pre-trip safety inspection of the van prior to initial use each day
- Ensure the van is cleaned at the end of each day
- Maintain a transportation log detailing:
 - Community member name
 - Date and time of pick up
- Maintain a vehicle maintenance log:
 - Date and time of service
 - Record mileage, fuel details and any maintenance issues
- Participate in departmental meetings as required

The ideal candidate will have the following qualifications:

- A valid class 4 license
- First Aid certification (or willing to train)
- Ability to give customers a friendly, welcoming and helpful service in a timely manner
- Ability to deal with stressful emergency situations if they arise
- Proof of Covid Vaccination
- Must complete a Criminal Record Check/Vulnerable Sector Check

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

Closing Date: February 14, 2022 or until filled

Please submit a cover letter and resume (one document) to:

Human Resources Department
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Email: jobs@vgfn.net

Posted: February 1, 2022



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EMPLOYMENT OPPORTUNITY

COMMUNITY VAN DRIVER

Located in Old Crow
Casual Position

Reporting to the Health and Social Department, the position is responsible for driving elderly and disabled community members to and from programs and services, including health centre, airport, store and bank. The position will provide back-up coverage for the full-time position (Monday to Friday 9:00 am to 4:30 pm.) or off-business hours (evenings and weekends)

Other duties include:

- Pick up and deliver meals for H&S departmental programs
- Provide van services to elders and disabled members for community meetings and functions
- Work with the Government Services Department to ensure the vehicle is routinely serviced
- Conduct a pre-trip safety inspection of the van prior to initial use each day
- Ensure the van is cleaned at the end of each day
- Maintain a transportation log detailing:
 - Community member name
 - Date and time of pick up
- Maintain a vehicle maintenance log:
 - Date and time of service
 - Record mileage, fuel details and any maintenance issues
- Participate in departmental meetings as required

The ideal candidate will have the following qualifications:

- A valid class 4 license
- First Aid certification (or willing to train)
- Ability to give customers a friendly, welcoming and helpful service in a timely manner
- Ability to deal with stressful emergency situations if they arise
- Willingness and commitment to providing a timely response at any time (day or night)
- Proof of Covid Vaccination
- Must complete a Criminal Record Check/Vulnerable Sector Check

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

Closing Date: February 07, 2022 or until filled

Please submit a cover letter and resume (one document) to:

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