



Ojibway Nation of Saugeen
18C Sapay Street
Savant Lake, ON
P0V2S0

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Employment Opportunity

Job Title: Medical Driver
Location: Ojibway Nation of Saugeen
Reports To: Community Health Representative (Temporary)
Employment Type: Full-Time, Permanent
Schedule: 40 hours/week

Ojibway Nation of Saugeen (ONS) is seeking a dependable, respectful, and safety-focused Medical Driver to provide transportation support for community members attending medical appointments, treatments, and other approved health-related travel. This position plays an important role in helping clients access health services in a safe, timely, and professional manner while maintaining confidentiality and a high standard of client care.

Key Responsibilities

- Provide safe and reliable transportation for clients travelling to and from medical appointments, treatments, hospitals, clinics, and other approved health-related destinations.
- Assist clients with entering and exiting vehicles as required, within the scope of the position.
- Ensure clients are transported in a respectful, professional, and timely manner.
- Follow approved schedules, trip assignments, and transportation procedures provided by health centre staff or supervisors.
- Assist with coordinating luggage, mobility aids, or approved transport items as required.
- Provide courteous and respectful service to Elders, patients, families, and community members.
- Maintain regular communication with the health centre or designated supervisor regarding trip status, delays, cancellations, or client concerns.
- Complete trip logs, mileage records, vehicle inspection forms, and other required documentation accurately and on time.

- Maintain confidentiality of client information and respect client privacy during transportation services.
- Conduct routine vehicle inspections and report maintenance, repair, or safety concerns promptly.
- Keep vehicles clean, orderly, fueled, and ready for scheduled travel.
- Follow all traffic laws, safe driving practices, and organizational policies and procedures at all times.
- Respond appropriately to emergencies, accidents, or unexpected travel issues and report them in accordance with organizational procedures.
- Perform other related duties as assigned.

Skills and Qualifications

- Strong knowledge of safe and defensive driving practices.
- Ability to provide respectful and supportive service to clients, including Elders and individuals with medical needs.
- Strong communication and interpersonal skills.
- Ability to maintain confidentiality, professionalism, and discretion at all times.
- Dependable, punctual, and organized.
- Ability to follow schedules, directions, and trip coordination procedures.
- Ability to work independently and respond calmly to unexpected situations.
- Respect for First Nation culture, values, and community members.
- Basic ability to complete logs, records, and transportation documentation accurately.
- Secondary school diploma or equivalent is preferred.
- Valid Ontario Class G driver's licence in good standing and 3 years driving experience.
- Clean driver's abstract is required.
- Current First Aid and CPR certification is an asset.
- Related experience in client transportation, medical transportation, community driving, or professional driving is preferred.
- Experience working in a First Nation or Indigenous community is an asset.
- Knowledge of safe driving practices, vehicle inspection, and basic trip documentation.
- Clear criminal record check or ability to obtain one may be required.

Schedule and Compensation

- Position may be full-time, part-time, or casual based on operational needs, with flexibility required for appointment schedules, travel demands, and occasional after-hours or overnight trips.
- Salary starting at \$20.00 per hour.
- Benefits and pension eligibility may be provided in accordance with policy, where applicable.

Working Conditions

- Work is performed primarily in vehicles and during travel to medical facilities, hospitals, clinics, and other service locations.
- Position requires extended periods of driving, sitting, assisting clients in and out of vehicles, and working in varying weather and road conditions.
- Travel may include early mornings, evenings, long-distance trips, and occasional overnight stays depending on client appointments and transportation needs.
- Work involves regular contact with clients and handling confidential health-related travel information.

How to Apply

Please send your resume and a cover letter to ian.beardy@ojibwaynationofsaugeen.ca with the subject line: Medical Driver Application - [Your Name]. Applications will be reviewed on a rolling basis until the position is filled.