



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

P (807)928-2824 ext. 1
F (807)928-2710

Employment Opportunity

Job Title: On-Call Driver
Location: Ojibway Nation of Saugeen
Reports To: Community Health Representative (Temporary)
Employment Type: Full-Time, Permanent
Schedule: On-Call, Casual

Ojibway Nation of Saugeen (ONS) is seeking a dependable, respectful, and safety-focused On-Call Driver to provide transportation support for community members attending appointments, business related errands, and other approved related travel. This position plays an important role in supporting staff and community members 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 staff and clients travelling to and from appointments, meetings, and other approved locations.
- 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.

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@ojibwaynationofsauguen.ca with the subject line: On-Call Driver Application - [Your Name]. Applications will be reviewed on a rolling basis until the position is filled.