

Vuntut Gwitchin Government

A. Identification:

Position Title: Community Support Driver

Department: Health, Social and Recreation Department

Supervisor: Home & Community Care Coordinator

Date: April 2010

Status: Full time

Level:

B. Job Summary:

Reporting to the Home and Community Care Coordinator this position is responsible for driving the van to pick up and deliver materials such as food mail for programs, Drive the van including picking and delivery of Old Crow elders to and from appointments on a daily basis throughout the year and to any other events as directed. Driving the van for other activities may also be required for other VGG business.

C. Main Duties:

The Van Driver is responsible for the following:

- Medical appointments for persons with mobility problems (elders and parents with very young children)
- Taking the elders to the store and the bank
- Picking up meals and wheels and delivering with home & community care coordinator to the clients
- Picking up misc. items and delivering to locations as directed
- Picking up food mail for programs at the air terminal and delivering to where they need to go
- Transporting staff who are traveling to and from Airport
- Transporting visitors and service contractors to and from the airport
- Performing water testing on various units in the community
- Bringing Elders to and from Community Meetings and functions
- Notifying supervisor when truck needs repairs
- Maintaining a maintenance log
- Maintaining a kilometer log
- Maintaining a pick and drop off log which includes which department requested the service
- Performing a daily safety check on vehicle and maintaining log
- In consultation with supervisor compiling parts lists and arranging for order of parts and mechanics as necessary
- Ensuring Van is clean at all times
- Providing back-up for Bus Driver
- Participating in staff meetings
- Assisting with program delivery as requested
- Maintaining a calendar and ensuring elders are informed
- Assisting with the set up of meetings and events

- Being on call as requested
- Communicating to supervisor any concerns that are mentioned by elders

D. Job Knowledge and Skills:

Education

- First Aide certificate or willing to train
- A valid Class 4 driver's license

Management Skills:

- Ability to assume responsibility and meet deadlines
- Ability to work with minimal supervision
- Ability to follow directions

Specific Skills:

- Ability to transfer First Aide training into actual practice

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in an isolated setting with extreme temperatures and light.
- Ability to give customers good service in a timely manner and maintaining a professional, helpful manner.

E. Decision Making:

Decision-making is required for determining when problems should be discussed with supervisor.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, following, and providing good customer service. Driver services are important to the smooth functioning of the department.

G. Key Personal Contacts and Nature of Contacts:

Who	Purpose	Frequency
Supervisor	Informing and discussing tasks, and receiving direction.	Daily
VGG staff	Delivering and picking up materials	Daily
Customers	Picking up and driving to appointments	Daily

H. Positions Supervised: 0

I. Working Conditions:

The incumbent is required to load and unload materials in various weather conditions, assist elders in and out of the vehicle, and jump in and out of the truck cab multiple times in a day.

Spiritual:

- Being respectful of traditional beliefs and practices.

Physical:

- Driving a vehicle
- Going from warmth of truck cab to extreme cold outdoor temperatures
- Isolated living conditions in extreme temperature and light conditions
- Heavy lifting

Mental:

- Regular need to meet delivery deadlines
- Striving for good service

Emotional:

- Stress caused by customers or co workers who themselves are stressed by personal life issues.

J: Conditions of Employment

- Willingness to follow policies and procedures as detailed in personnel and administrative manuals
- Willingness to work in extreme cold temperatures and darkness
- Oath of Confidentiality

SIGNATURES:

I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have to delegated to this position.

Executive Council:

Date:

I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.

Supervisor:

Date:

I have reviewed the position description and understand that it is a general job description of the duties assigned to the position occupied by me.

Employee:

Date: