



EMPLOYMENT OPPORTUNITY

DELIVERY DRIVER/CHAUFFEUR

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Delivery Driver/Chauffeur** to join our Administration. The Delivery Driver/Chauffeur reports to the Health Director and is responsible for purchasing, picking up, and delivering program supplies and packages to all Henvey Inlet First Nation departments. The Delivery Driver/Chauffeur will also assist in the transport of passengers to and from Henvey Inlet First Nation on a pre-determined schedule. This position requires excellent customer service and time-management skills.

Henvey Inlet First Nation offers competitive wages, paid vacation and personal emergency days, an incredible pension and benefit package, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.

MAIN RESPONSIBILITIES

The Delivery Driver/Chauffeur will be responsible to:

- Perform pre-trip inspection of Henvey Inlet First Nation vehicle
- Ensure overall vehicle safety by checking that the lights, brakes, windshield wipers, and tire pressure are in proper working condition
- Maintain logs of working hours, mileage and of vehicle service and repair status, following applicable provincial and federal regulations
- Ensure vehicle interior and exterior are well maintained and kept clean
- Operate motor vehicle to pick up and deliver program supplies and packages and to transport passengers
- Operate vehicle in a safe manner, obeying all rules of the road
- Coordinate various program supply pick-ups and deliveries with department personnel including delivering or picking up mail and other packages from postal services and other stores or providers
- Coordinate passenger pick-up and drop-off schedules in alignment with delivery schedule to ensure only one vehicle run to and from Henvey Inlet First Nation occurs each day within regular work hours
- Assist in loading and unloading of vehicle deliveries in a timely manner
- Complete and submit all necessary paperwork at the end of the shift including daily logs, inspection logs, vehicle inspection, hours of service, travel and expense claims and shopping receipts
- Pick up and transport passengers to and from Henvey Inlet First Nation meetings, appointment and events on a pre-determined schedule
- Assist all passengers with entering and exiting the vehicle when necessary
- Ensure seat belts are operational and used by all passengers
- Apply defensive driving techniques to uphold the safety of all passengers
- Complete accident reports when necessary
- Maintain strict confidentiality at all times
- Adhere to all HIFN Policies and Procedures
- Participate in mandatory training workshops as required
- Attend and actively participate in team, staff and community meetings
- Other duties as assigned from time to time by the Health Director, Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Grade 12 diploma or equivalent preferred
- Valid Ontario Class F Driver's License or equivalent required
- Clean Driver's abstract
- Current First Aid and CPR Level C an asset
- Exceptional organization and time-management skills
- Ability to multi-task and manage competing priorities
- High level of personal integrity and a strong work ethic
- Demonstrated ability to exercise necessary cost control measures
- Must be able to work with little supervision; must be self-directed

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

Negotiable based on experience

START DATE

October 7, 2024

APPLICATION DEADLINE

September 15, 2024

Those interested in applying should submit their resume and cover letter in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.