



## EXTERNAL JOB POSTING

**Job Title:** Driver

**Program:** Maintenance

**Posting Date:** August 1, 2018

**Status:** relief, union

**Job Posting #:** 994

**Effective Date:** ASAP

**Location:** Mobile within the community

**Posting Closing:** August 8, 2018

**Responsible to:** Administrative Coordinator

**Purpose:** To ensure that materials and meals are picked up and delivered to the programs in a timely manner and to provide general support to the programs as required.

**Duties:**

1. Receive, pick up, deliver, and unload food and other donations, supplies for program locations.
2. Pick up and deliver internal mail to the various programs.
3. Must be flexible and willing to adjust schedule and hours as determined by specific needs.
4. Carry a cell phone to remain in contact while on deliveries or during the general discharge of their duties.
5. Participate in special events by helping to set up and clean up after the event.
6. Promote a positive Customer Service attitude.
7. Responsible for the upkeep and maintenance of the Wesley van.
8. Other duties as assigned.

**Qualifications:**

1. Valid driver's license and a minimum of \$ 1 million vehicle liability insurance.
2. Must be able to manage heavy loads.
3. Flexible with the ability to adapt to a fast paced environment with changing responsibilities.
4. Knowledge of good practices in occupational health and safety and trained in WHMIS.
5. First Aid/CPR and Non-Violent Crisis Intervention Training.
6. Good communication, planning and problem solving skills.
7. Good customer service skills.
8. Ability to work flexible hours, including evenings and weekends.

**Competencies:**

**Customer Service**

1. Builds constructive relationships characterized by a high level of acceptance, cooperation and mutual respect
2. Helps to create and contributes to a work environment that embraces and appreciates diversity
3. Values and respects the internal and external customers to the organization

4. Understand the impact of work on other teams and areas

#### **Accountability**

1. Takes personal responsibility for the quality and timeliness of their work, and team work
2. Administration, governance and implementation of agency and funders policies and protocols
3. Believes, respects and adheres to the vision, mission and values of Wesley

#### **Commitment**

1. Demonstrates an understanding of Wesley's Mission, Vision and Values through service delivery approach
2. Acts with integrity
3. Demonstrates a knowledge of the code of ethics of working in social services
4. Adapts to changing program requirements, conditions and work responsibilities

Please send resume with cover letter to: [hr@wesley.ca](mailto:hr@wesley.ca)

Wesley is an equal opportunity employer. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. No phone calls please.

More information about Wesley can be found on our website at [www.wesley.ca](http://www.wesley.ca). Job applicants requiring accommodation to participate in the hiring process should contact the Human Resources Department at [hr@wesley.ca](mailto:hr@wesley.ca).