



Cowessess First Nation #73

P.O. Box 100 Cowessess, SK S0G 5L0
(p) 306-696-2520 | (f) 306-696-2767

Employment Opportunity

POSITION: Medical Driver – Health Service Support Worker

CLASSIFICATION: Permanent Full Time

WAGE: \$18.00 per hour

DEPARTMENT: Health

JOB SUMMARY:

This is a support position under the guidance of the Medical Transportation Clerk and is overall accountable to the Director of Health & Social Development. The Medical Driver/Health Services Support Worker will provide transportation to clients and will assist in areas of the Health & Social Development department that are lacking in support services and will be open to conducting multiple tasks at any given time.

QUALIFICATIONS:

- ✓ Grade 12 or equivalent
- ✓ Experience or training in Administration area will be an asset
- ✓ Must have excellent coordination, organizational and time management skills to effectively conduct multiple tasks.
- ✓ Must submit a criminal record check with a vulnerable sector check
- ✓ Must be able to work flexible hours and travel when required.
- ✓ Must have excellent communication skills to deal effectively with the public, Chief and Council, fellow employees and most importantly the general membership
- ✓ Must be physically fit and able to lift heavy items when required.
- ✓ Must possess the ability to take direction and work with minimal supervision.
- ✓ Must be well organized, punctual, dependable, reliable and ensure that confidential matters remain confidential.
- ✓ Must possess a valid unrestricted driver's license and be able to be put on Band driving list.
- ✓ Must maintain a detailed transportation schedule.

ADDITIONAL INFORMATION:

Complete applications should consist of:

1. Cover Letter & Resume
2. Three (3) references

Deadline to Apply: April 22, 2024

Please send applications to:

human.resources@cowessessfn.com