

### **Driver, Meals on Wheels and Transportation**

West Neighbourhood House is a multi-service, neighbourhood-based agency that has served the diverse communities of downtown west Toronto since 1912. The central purpose of West Neighbourhood House is to enable less-advantaged individuals, families and groups in the community to gain greater control over their lives and community.

The Meals on Wheels and Transportation Program of West Neighbourhood House is seeking individuals with flexible schedules to serve both programs.

#### **Responsibilities:**

- Driving seniors and people with disabilities to and from the Elderly Persons Centre, the Adult Day Services (ADS) program, medical appointments and social activities;
- Providing transportation to van shopping clients;
- Assisting seniors and people with disabilities in boarding and exiting the vehicle, ensuring their comfort;
- Driving a designated route with a runner to deliver meals as required;
- Cleaning the vehicle after use and ensuring it is tidy at all times;
- Monitoring the vehicle's use and operation, reporting any incidents, damages or mechanical problems to staff;
- Providing driving assistance to other programs on an as needed or emergency basis;
- Assisting with the orientation of new volunteers as required.

#### **Qualifications:**

- Valid Ontario driver's license, "F" or higher with an acceptable driving record for a minimum of 5 years (Note: An acceptable Driver's abstract is required annually);
- Personal insurance certificate;
- successful completion of mandatory CAA training and testing, or equivalent as determined by Toronto RIDE, on an annual basis after hiring (passing grade must be achieved);
- Flexible schedule; availability to work shifts between the hours of 8 a.m. to 6 p.m. - Monday through Saturday and statutory holidays as needed;
- Previous experience working with seniors and or people with disabilities;
- Good interpersonal and communication skills, ability to work as part of a team;
- Service orientated and sensitive to needs of participants from diverse cultures;
- Familiarity with west-central Toronto;
- Ability to speak a second language relevant to the catchment area is an asset.

## External Job Posting

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**Status:** Part Time (bargaining unit position)  
**Start Date:** ASAP  
**Hours:** up to 24 hours/week (including Saturdays as required)  
**Rate:** \$17.16 per hour (Transportation)  
\$15.70 per hour (Meals on Wheels)  
(plus 5% vacation pay, 6% in lieu of benefits, 12.5 vacation days and 3 discretionary days)  
**Unit:** Older Adult Centre  
**Immediate Supervisor:** Coordinator, Meals on Wheels and Transportation  
**Posting Date:** April 6, 2018  
**Closing Date:** Ongoing recruitment  
**Note:** West Neighbourhood House provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. Applicants should make their needs known in advance.

**Please send resumes to:**

Hiring Committee  
588 Queen St. W.  
Toronto, ON  
M6J 1E3  
[jobs@westnh.org](mailto:jobs@westnh.org)