

### Driver, Older Adult Centre

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 (MoW) and Transportation Program of West Neighbourhood House is seeking individuals with flexible schedules to provide transportation across Older Adult Centre (OAC) programs.

**West Neighbourhood House is actively seeking qualified applications from Indigenous, Black and People of Colour, persons with disabilities, women and persons of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West Neighbourhood House programs, or related programming from similar organizations, are also strongly encouraged to apply.**

**West Neighbourhood House will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.**

#### **Responsibilities:**

- Drive seniors and persons with disabilities to and from the Adult Day Program (ADP), medical appointments, health and wellness programs, group shopping and group social activities;
- Provide transportation to Home at Last (HAL) participants transitioning home from hospital;
- Provide driving assistance to other programs on an as needed or emergency basis;
- Assist seniors and people with disabilities in boarding and exiting the vehicle, ensuring their comfort and safety;
- Drive a designated route with a runner to deliver meals as required;
- Clean the vehicle after use and ensuring it is tidy at all times;
- Monitor the vehicle's use and operation, reporting any incidents, damages or mechanical problems to staff;
- Monitor participants, note and report on changes in behaviour and other occurrences, ensure they remain within designated areas until transferred to program staff;
- Assist with the orientation of new volunteers as required;
- Provide support to MoW, HAL and ADP as required;
- Participate in the OAC short and long-term planning initiatives and other activities, in-house committees and other house wide initiatives or activities;
- Other duties as assigned.

## External Job Posting

### Qualifications:

- Valid Ontario driver's license, "G" or higher with an acceptable driving record for a minimum of 5 years (Note: An acceptable Driver's abstract is required annually);
- At least three years experience of transporting passengers and a reference letter from previous employer to validate experience;
- 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);
- Demonstrated organizational, time management and interpersonal skills;
- Good leadership and motivational skills;
- Ability to work in a multi-ethnic, multi-racial community setting;
- 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;
- Availability to work shifts between 8 AM and 6 PM including Saturdays is a requirement, evenings and statutory holidays as needed;
- Personal Support Worker (PSW) experience is an asset;
- Ability to speak a second language relevant to the catchment area is an asset.

<b>Status:</b>	Permanent Part Time (CUPE Local 3393 Bargaining Unit Position)
<b>Existing Vacancy:</b>	Yes
<b>Start Date:</b>	ASAP
<b>Hours:</b>	Up to 24 hours per week (including Saturdays as required)
<b>Rate:</b>	\$25.00 per hour (5% Vacation Pay, 6% In Lieu of Benefits, 3 Floater Days, Multi-Sector Pension Plan after 6 months)
<b>Unit:</b>	Older Adult Centre
<b>Immediate Supervisor:</b>	Manager of Community Programs, Older Adult Centre
<b>Posting Date:</b>	March 12, 2025
<b>Closing Date</b>	Ongoing recruitment. Resumes will be considered as they arrive
<b>Note:</b>	<b>All Older Adult Centre Drivers employees are required to be fully vaccinated as a condition of hire in accordance with the West Neighbourhood House Covid-19 Vaccination Policy</b>

**Please send your cover letter and resume clearly indicating "Driver, Older Adult Centre" to:**

Hiring Committee  
248 Ossington Ave.  
Toronto, ON  
M6J 3A2  
[jobs@westnh.org](mailto:jobs@westnh.org)