

### **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.

**West Neighbourhood House is actively seeking 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:**

- 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;

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West Neighbourhood House is an equal opportunity employer. We thank all applicants, but only those candidates to be interviewed will be contacted.

## External Job Posting

- 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.

**Status:** Permanent Part Time (Bargaining Unit Position)  
**Start Date:** ASAP  
**Hours:** up to 24 hours/week (including Saturdays as required)  
**Rate:** \$17.91 per hour (Transportation)  
\$16.38 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:** November 21, 2022  
**Closing Date:** Ongoing recruitment. Resumes will be considered as they arrive.  
**Note:** **All West Neighbourhood House employees are required to be fully vaccinated as a condition of hire in accordance with the West Neighbourhood House Covid-19 Vaccination Policy**

**Please send resumes by 5:00 pm on the closing date to:**

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