

# MONTANA FIRST NATION EMPLOYMENT OPPORTUNITY

**Title: MISD - Medical Transportation Driver**

**Department: Montana Integrated Health Services Department**

**Closes: OCTOBER 30, 2024**

Montana First Nation is seeking a highly motivated individual to work as the Medical Transportation Driver. Reporting directly to the MISD Health Services Manager, the incumbent will be an experienced and reliable driver to assist Montana First Nation in providing required transportation for medical purposes. The Medical Transportation Driver will provide safe transportation of Montana First Nation members and community members to and from medical appointments within the catchment area.

## Duties and Responsibilities:

1. Must learn, understand and implement the integrated service delivery model
2. Will carry out a safe transportation program as set out according to policies and procedures of the Medical Transportation program
3. Must inspect vehicle interior and exterior prior to beginning and ending of medical trips, cleaning and sanitizing of medical transportation vehicles
4. Must keep reports and daily logs, including documentation of all trips and mileage, ensuring all medical forms are completed with clients and submit daily logs and reports to Supervisor on a regular basis
5. Must be able to work days, evenings, nights and weekends, and may be expected at times to work long hours
6. Must practice non-aggressive and defensive driving techniques & follow traffic laws, and will operate vehicles in a safe and courteous manner at all times
7. Must follow time schedules or drive to scheduled destinations depending on medical appointments
8. Must submit reports of any accidents or serious incidents to the MISD Health Services Manager
9. Adaptability and foresight to be able to handle unexpected situations such as weather, traffic, road conditions, etc.
10. Ability to read, interpret and understand maps, directions and daily assignment schedules
11. Must maintain transportation vehicles in safe operating condition, ability to make minor repairs, check and add fluid and report any necessary repairs required to the MISD Health Services Manager
12. Must maintain and organize a methodical approach to monitoring maintenance of vehicles and fuel invoices
13. Must maintain an accounting system of expenditures within the Medical Transportation Program guidelines
14. Ability to operate cell phone and/or two way radio
15. Must maintain confidentiality and be open to recommendations to determine needs and preferences
16. Must participate in the "one window approach" within MISD and must be willing to learn of all other programs under MISD in order to provide seamless services and supports to all MFN members.
17. All other duties and responsibilities as assigned by the MISD Health Services Manager as it pertains to the medical transportation

## Qualifications and Requirements:

1. High School Diploma or equivalent training is preferred
2. Valid class 1, 2, 4 or 5 Alberta Driver's Licence (provide photocopy) is required \*GDL not accept
3. First Aid and CPR training required
4. Knowledge and understanding of the Montana First Nation reserve, membership, Plains Cree language, culture and traditions is considered an asset
5. Knowledge and skills in operations of a multi-passenger vehicle
6. Must have high level of confidentiality at all times and must sign an Oath of Confidentiality agreement
7. Must have good judgement and the ability to react quickly in emergency situations
8. Must have excellent interpersonal skills, excellent customer relation and customer service skills
9. Must have excellent written, oral, organizational and listening communication skills
10. Must have ability to work independently and to undertake a variety of tasks and perform them with minimum supervision
11. Must have analytical, problem solving, decision making and stress management skills
12. Attention to detail and high level of accuracy
13. Telephone etiquette and the ability to remain calm and courteous when dealing with members of the community, the public and stakeholders
14. Show initiative, tact, discretion and must present a neat and orderly appearance

Please send your **Cover Letter, Resume, Criminal Record Check, Child Welfare Check, Vulnerable Sectors Check, Driver's Abstract**, and **3 Employment References** to:

HR Generalist – Montana First Nation  
PO Box 70, Maskwacis AB, T0C 1N0 Phone: 780-585-3744 ext.247 Fax: 780-585-3264  
Email: [ryanpotts@montanafirstnation.com](mailto:ryanpotts@montanafirstnation.com)

Montana First Nation thanks all interested applicants, but only those selected that meet the necessary criteria, will be contacted for an interview. Please provide all documents. The successful applicant will be required to submit a photocopy of Driver's License and all documents of proof of Education. Thank you!