



ODAWA NATIVE FRIENDSHIP CENTRE

EMPLOYMENT OPPORTUNITY

FULL-TIME: Early Years Centre Driver – Ottawa

Deadline for applications: Until Filled

The Odawa Native Friendship Centre (ONFC) is a non-profit organization serving the Indigenous community in the Ottawa-Carleton Region of Eastern Ontario and surrounding communities.

The Vision of ONFC is to ensure a thriving and resilient community. Odawa strives to enhance the quality of life of Indigenous People in the Capital region; to maintain a tradition of community, an ethic of self-help and development as well as to provide traditional teachings from our elders.

JOB SUMMARY

We are looking for a candidate who possesses a Class B driver's licence and has at least three (3) years of experience in a driving role. This is an excellent opportunity for someone looking for a dynamic and unified working environment where you can make a difference.

REQUIREMENTS

- Valid Class B Driver's Licence
- Clear Police Record Check (Vulnerable Sector)
- Health Check
- First Aid and CPR Level C + Defibrillator Training
- Car Seat Installation and Certification
- Safe Food Handler's Certificate
- Early Childhood Education Diploma considered an asset
- Organizational Commitment / Organizational Awareness
- Effective Communication
- Teamwork and Collaboration
- Ability to occasionally lift up to 70 lbs

RESPONSIBILITIES

- Provide transportation for families to program and return them home
- Prepare schedule and timetable
- Schedule all regular maintenance for vehicles
- Inspect vehicles for potential hazards and damage prior to each trip
- Keep car seats and vehicle neat and free of personal belongings
- Participate in the sterilization of toys and prepare rooms for play and other related duties as assigned
- Must be in good physical condition and be able to maneuver car seats in and out of vehicle

- Store car seats when not in use and inspect for damage of stains, etc.
- Work with family and staff to ensure a smooth transition of parents and children
- Assist in programing when necessary
- Assist where necessary with program preparation
- Attend regular staff meeting
- File a personal development plan and reconcile quarterly
- Maintain mileage records and maintain vehicle files
- Maintain daily trip log
- Other duties as assigned

WORK ENVIRONMENT

- Flexibility and adaptability are necessary in our fast-paced organization.
- Working conditions are normal for an office environment.
- Work regular business hours with some overtime when required.
- Evening and weekend work when necessary.
- Occasional work-related travel within Canada.
- As this position involves working with children, you must be double vaccinated.

If you are interested and meet the above criteria and are fully vaccinated, please send your résumé and cover letter telling us why you think you'd be a great addition to the ONFC team to aarmstrong@odawa.on.ca.

Indigenous (First Nations, Inuit or Métis) candidates will be given priority, please self-identify.

The Odawa Native Friendship Centre is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.