



WEENEEBAYKO AREA HEALTH AUTHORITY

Human Resources Department

P.O. Box 664, Moose Factory, Ontario P0L 1W0
Tel: 705-658-4544 Fax: 705-658-4917

www.waha.ca

EMPLOYMENT OPPORTUNITY:

Position: Driver/Transportation Coordinator
Site: Medical Transportation Services - Moosonee
Division: Corporate Services
Reports to: Manager of Medical Transportation
Status: Permanent Part-time

Weeneebayko Area Health Authority (WAHA) is looking for an experienced professional to fill the key role of **Driver/Transportation Coordinator**.

The Organization

Weeneebayko Area Health Authority (WAHA) is the leading health care provider on the western James Bay coast. WAHA comprises of hospitals in Moose Factory, Fort Albany, and Attawapiskat, with a Health Centre in Moosonee. WAHA also provides regional outpatient programs, as well as Paramedicine services in Moose Factory, Moosonee, Fort Albany, Kashechewan, Attawapiskat, and Peawanuck. The span of services, complexity of care needs in the region, and the depth of health integration has made WAHA a leader and a model of health care services in Northern Ontario. WAHA consists of 450 employees, a Physician team, many students, as well as community stakeholders. It is affiliated with Queens University and offers many educational opportunities for current and prospective team members.

Requirements:

- Demonstrated ability to work within a team
- Motivated to support all members of the department
- Knowledge of geography and transportation systems

Key Responsibilities:

- Ensure client and escorts attend medical appointments and ensure the transport of physicians and other health professionals conducting business on behalf of WAHA
- Be available for standby/on call shifts during and/or after regular hours, weekends and on holidays
- Ability to prioritize and multi-task and ability to function under stress

Qualifications/Experience:

- Successful completion of Secondary School
- Previous experience in delivering/arranging transportation services an asset
- Experience in a clerical setting with various types of office equipment
- Excellent communication skills
- English is essential for this position
- Ability to communicate in Cree is preferred
- **Must possess a valid driver's license – Class G**

How to apply:

The successful candidate must provide a valid **Criminal Record Check** within a specified time frame

Please apply in writing, providing three recent work references, quoting Competition **#2020-105** to:

**Human Resources
Weeneebayko Area Health Authority
P.O. Box 664
Moose Factory, ON P0L 1W0**

- Resumes can be emailed to jobs@waha.ca or faxed to 705-658-4917
- For more information contact the HR team by email above
- Only those selected for an interview will be contacted
- Internal applicants who meet the qualification and experience requirements and are in good standing with the organization's attendance management policy are strongly encouraged to apply