



Whitecap Dakota Nation

182 Chief Whitecap Trail, Whitecap SK S7K 2L2
Phone (306) 477-0908 . Fax (306) 374-5899

EMPLOYMENT OPPORTUNITY

CASUAL DRIVER

HEALTH

Status:	Casual, On-Call
Location:	Whitecap Dakota Nation (In Person)
Hours of Work:	Flexible (Including evenings and weekends)
Total Openings:	2
Salary Range:	Competitive
Closing Date:	January 30, 2025, at 4:30pm

ABOUT US

We are a modern and progressive Nation located 26 km south of Saskatoon. Whitecap Dakota Nation is a thriving community focused on growth, innovation, and cultural Preservation. You can Learn more at www.whitecapdakota.com

POSITION OVERVIEW

Whitecap Dakota Nation (WDN) is seeking a dedicated and professional Casual Driver to provide transportation services on an as-needed basis. Reporting to the Clinical Integration Manager, this role involves transporting clients to and from medical appointments, maintaining vehicle logs, and adhering to WDN and Non-Insured Health Benefits (NIHB) Transportation policies.

KEY DUTIES

The following duties are a summary of the primary responsibilities. The incumbent may not perform all listed duties and may be assigned additional tasks as needed in accordance with the standards of the WDN the employee will:

- Transport clients to and from medical appointments, ensuring safety and comfort;
- Assist clients with mobility challenges, as needed;
- Maintain detailed logs of daily trips and transportation services provided;
- Retain receipts and documents related to vehicle usage;
- Report any damage, repairs, or maintenance needs for the vehicle;
- Deliver vehicles for scheduled maintenance;
- Clean the vehicle daily to ensure readiness for the next trip;
- Adhere to WDN and NIHB Transportation policies;
- Perform additional transportation services, such as:
 - Prescription pick-ups and deliveries.
 - Pickup and delivery services for WDN departments, time permitting.
- Present a positive and professional image as a representative of WDN.



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QUALIFICATIONS

- Grade 12 Diploma.
- Valid Class 5 Saskatchewan Driver's License.
- Clean Driver's Abstract acceptable to WDN.
- Ability to lift up to 50 pounds.
- Basic working knowledge of Microsoft Word and Excel (preferred).
- First Aid certification (considered an asset).
- Strong verbal and written communication skills.
- Flexibility to work beyond regular hours, including evenings and weekends.
- Demonstrated customer focus and the ability to work effectively with others.
- Follow all safe work practices and procedures
- Attend and successfully complete all OH&S training as required/assigned
- Comply with all applicable safety regulations; and,
- Other duties as assigned by the Clinical Integration Manager.

APPLICATION PROCESS

- Submit a cover letter and resume by email to: employment@whitecapdakota.com
- The successful candidate will be subject to an acceptable Criminal Record Check and Vulnerable Sector Check as a condition of employment.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.