**EMPLOYMENT OPPORTUNITY**

**Transportation Coordinator (Full Time) 1 Year Contract**

**Arnprior-Braeside-McNab Seniors At Home Program Inc.**

**is a non-profit charitable Community Support Service Agency partially funded by the**

**Ministry of Health through the**

**Champlain Local Health Integration Network providing vital services to**

**Seniors and individuals with disabilities and special needs.**

**Qualifications:**

* In depth knowledge of the geographic areas Town of Arnprior, McNab/Braeside Township & County of Renfrew
* Proficiency with Microsoft Word and Excel
* Knowledge with the workings of CIMS (Community Information Management Systems) would be an asset
* Experience in an office setting that required communication with clients, volunteers, staff and public
* Planning & Management Skills with an outgoing personality
* Excellent time management skills with the ability to prioritize
* Ability to represent the Agency and Champlain Community Transportation Collaborative at meetings and public events
* Ability to work collaboratively with a dedicated staff, volunteers, and community partners
* Anticipate needs and independently take appropriate action
* Handle personal and sensitive information confidentially
* Attention to detail, Work Under Pressure with Multi-Tasking

**Areas of Responsibility:**

* To oversee the scheduling of Non Urgent Medical Transportation of both Paid Staff Drivers and Volunteer Drivers for all Out of Town Medical Transportation
* Work collaboratively with various Community Partners and other Ministry Agencies
* Supervise and Direct Volunteer and Paid Drivers
* Ensure all pertinent data is entered into Agency Data Base in a consistent & timely manner
* To be an Ambassador of Arnprior-Braeside-McNab Seniors At Home Program Inc. and the Champlain Community Transportation Collaborative of Renfrew County

**Hours of Employment:**

* Monday to Friday – 8:30am to 4:30pm
* $17.40 per hour plus health benefit package

**Competition Closes:**

* Friday, June 23rd, 2022, at 4:00pm
* No telephone enquiries will be accepted

**Application Process: E-mail resume to: employmentopportunity@cssagency.ca**

**Or mail to:**

**Attention: Dennis Harrington, Executive Director**

**Arnprior-Braeside-McNab Seniors At Home Program Inc.**

**Towne Centre Unit A1-106 McGonigal Street West**

**Arnprior, ON K7S 1M4**

*We thank you for your resume and interest in this position.*

*Only those candidates who are selected for the short list will be contacted.*