



# Driftpile Cree Nation

## Transportation Specialist Job Posting

Driftpile Cree Nation (DCN) is a proud and culturally strong First Nation located between the towns of Slave Lake from the west, and High Prairie from the east, approximately 340 km northwest of Edmonton. The Nation is nestled on the south shore of Lesser Slave Lake. As the second-largest lake entirely within the Alberta boundaries Lesser Slave Lake is a stunning destination for birders and wildlife enthusiasts. We are signatory to Treaty 8 and a member of the Lesser Slave Lake Indian Council. As stewards of the land, we will ensure that the best sustainable practices are followed, now and in the future.

The Driftpile Cree Nation Child and Family Services Program (CFS Program) is community-based and family oriented to provide the care, protection and well-being of all Driftpile Cree Nation (DCN) children in a preventative manner to promote the healing of all children, families and community. A coordinated, holistic, interdisciplinary approach is the foundation of the Program to meet the developmental needs of children, youth, and families with respect to the cultural identity, customs and traditions, beliefs and values.

### Job Overview

Reporting to the Operations Manager, the Transportation Specialist will be responsible for the for transportation of Children, Youth, Family, Elder's and Program participants utilizing CFS owned mini busses and/or fleet vehicles to Slave Lake, High Prairie, Grande Prairie or Edmonton for grocery acquisition or events. This position will also be responsible to coordinate the CFS Fleet vehicle(s) routine and non-routine maintenance service schedules.

### Responsibilities

- Assist elderly and/or disabled with boarding, carrying, and loading of groceries.
- Acquire and deliver groceries for individuals/elders who have mobility issues or require additional program needs.
- Create and network delivery schedule(s) and lists.
- Assist with Good Food Box Program (pick up, transportation, and distribution of supplies/items).
- Transport client(s) to various locations based on program needs/requirements.
- Utilize the automatic lifting system per client(s) physical abilities.
- Follow and obey all traffic laws and always operate vehicles in a safe and prudent manner.
- Ensure that all required safety procedures are followed (car seats, passengers seated, driver free of distractions, etc.).
- Perform rudimentary checks and inspections of vehicles before and after each use (gas, lights, check warning lights, tires, body damage, etc.).
- Coordinate CFS Fleet vehicle(s) routine and non-routine maintenance service schedules.
- Routinely clean and disinfect vehicle(s).
- Maintain vehicle logs, preventative maintenance schedules, reporting forms, and all required documentation.
- Return and secure vehicles at end of trip.
- Must be willing to work flexible hours.

- Ensure the services delivered are consistent with the vision, mission, and core values of DCN CFS.
- Other duties, as required.

### **Qualifications**

- Valid Class 5 Alberta license with availability to obtain Class 4 or greater certification; Class 4, or greater license, considered an asset.
- Provide clean 5-year driver abstract.
- Proficient in the use of Microsoft Office software including Word, Excel (spreadsheets), PowerPoint, and e-mail.
- Technology based fleet management system experience considered an asset.
- Commercial driving and local route knowledge considered an asset.
- Strong written and verbal communication skills, with accuracy and attention to detail.
- Demonstrate professionalism and maintain confidentiality concerning all client related information.
- Fluency in Cree is an asset.
- Ability to multitask and meet deadlines and work without direct supervision.
- Criminal, Vulnerable and Child Welfare Intervention record checks will be required at time of interview.