



Job Posting

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OCT 02 2018

Title: Transportation Facilitator
Reports to: EarlyON Manager
Term: 12 months per year
Hours: 25 hours per week; flexible hours and evening and weekend hours might be required
Closing Date: **OPEN UNTIL FILLED**

Niwasa Kendaaswin Teg provides wholistic programs and service for Indigenous children, youth, families and community that are rooted in culture and language. Our vision is to provide high quality programming that fosters identity formation and creates a sense of belonging.

Under the direction and guidance of the EarlyON Program Manager, is responsible for the transportation requirement of pickup and return of our children and family members involved in the Niwasa EarlyON Child and Family Centre.

Responsibilities

- Assist in establishing an effective transportation procedure by coordinating an efficient pick-up and return schedule.
- Performing regular and timely pick up and drop offs of families requiring transportation services.
- Ensuring health and safety of children and their families.
- Maintaining positive child-family relationships.
- Maintain a daily inspection of the vehicle, document any repairs needed immediately and report them to the EarlyON Manager.
- Maintain a transportation log for children, mileage, etc.
- Notify the EarlyON Manager immediately should any accidents or delays occur.
- Is responsible for the interior and exterior maintenance of the vehicle.
- Will participate in ongoing professional and personal development including language.
- Will promote a favorable image of Niwasa Kendaaswin Teg in the Indigenous community, public and private sector.
- Driving the van in a safe manner, abiding by all city by-laws.
- Ensuring that the vehicle is kept in a properly maintained and safe condition (regular oil changes, gas tank full, wipers replaced etc.)
- The driver will always remain with the bus and the children.
- Informs supervisor of any necessary upkeep, repairs, maintenance, and replacement of equipment and supplies to ensure safety and security standards are maintained.
- Follows all policies and procedures of Niwasa Kendaaswin Teg and all other related legislation.
- Monthly completion and submission of all reports as required.
- Participate in monthly staff meeting.

- Will submit timesheets bi-weekly to direct supervisor who will approve and forward to Niwasa's Bookkeeper.
- May be required to work various shifts, evening and weekend hours year round; flexibility required
- Other duties as required or assigned by the EarlyON Manager, Executive Director or delegate.

Specific Job Competencies

- Demonstrated ability to manage key relationships.
- Able to identify key issues; creatively and strategically overcome internal and external challenges or obstacles.
- Ability to follow all road safety laws and guidelines
- Genuinely committed to helping children learn.
- Must possess a thorough knowledge and understanding of historical trauma and intergenerational trauma of Indigenous peoples.
- Knowledge of the importance of First Nations Language and Culture Traditions.
- Experience in a community setting working with Indigenous children, youth and families would be an asset
- A clear and solid understanding of the issues faced by the urban Indigenous community.
- Must maintain a high level of self-awareness and wellness and participate in regular self-care.
- High level of integrity, confidentiality, and accountability.
- Sound analytical thinking, planning, prioritization, and execution skills.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- Able to effectively communicate both verbally and in writing.

Qualifications

- Valid Class "E" Driver's License and clear driver's abstract are mandatory
- Experience working with children.
- Must be familiar with the City of Hamilton
- Current Clear Vulnerable Sector Screen
- Standard First Aid and CPR
- Knowledge of Early Years Best Practices
- Food Handler's Certificate
- Ability to lift, push, and pull heavy items over 50 lbs.
- Doctor Certified Health Assessment and up to date in immunization, TB Test

To apply, please forward your resume and cover to:

Niwasa Kendaaswin Teg
 1869 Main Street East
 Hamilton Ontario, L8H 1G2
 Fax: 905-549-7337
office@niwasa.ca

We thank all who apply, however only qualified selected candidates will be contacted.