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ONEIDA NATION OF THE THAMES  
ONEIDA ADMINISTRATION OFFICE  
2212 ELM AVENUE, R.R. #2  
SOUTHWOLD, ONTARIO  
N0L 2G0

TELEPHONE: (519) 652-8244

FAX: (519) 652-9287

## JOB POSTING 2<sup>nd</sup> Posting

**Position:** Medical Transportation Assistant      **Wage:** \$17.00/hour  
**Department:** Health/Med Trans                      **Term:** Permanent Part-time  
**Hours:** 21 hours/week-Flexible

**Posting Date:** February 7, 2019      **Closing Date:** February 15, 2019 @ 4:30 pm

**NOTE: All applicants are urged to obtain a full job description by contacting the Human Resource Department at 519-652-9244.**

### SUMMARY:

The Medical Transportation Assistant will assist the Coordinator in providing effective and efficient medical transportation service to members of Oneida Nation of the Thames in accordance to the funded contribution agreement, guidelines and internal policies of Oneida Nation of the Thames.

### QUALIFICATIONS/Key Competencies:

1. Grade 12 Diploma or Equivalent, required;
2. One (1) year experience working in office, asset;
3. Ability to work flexible schedule as needed;
4. Must be able to maintain patient confidentiality at all times;

### Conditions of Employment:

1. The successful candidate will submit **VS-GPIC** completed within 6 months, prior to starting employment, at own expense;

### MANDATORY DOCUMENTATION WITH APPLICATION:

1. Cover letter, resume, three (3) current work related Supervisor references (names and telephone numbers only);

### **Interested applicants please submit documentation to:**

Oneida Nation of the Thames, Administration Office  
Human Resource Department  
2212 Elm Avenue,  
Southwold, Ontario N0L 2G0  
OR Fax (519) 652-2930 or (519) 652-9287

- All applications will be screened according to the above qualifications, including a full and complete application as requested. **Only those selected for an interview will be contacted.**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is a preference;
- Where non-Aboriginal employees have accepted, as a term of their employment, that they may be displaced in preference to an Aboriginal candidate, the Oneida Nation of the Thames must still treat the non-Aboriginal employee in a fair and reasonable manner, by for example, ensuring that adequate notice of termination is given. It is not acceptable to dismiss a permanent employee in favour of an Aboriginal employee if no preferential policy or practice was in place at the time of the permanent hiring.
- Oneida Nation is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations please contact Human Resources.

“People of the Standing Stone”