



**Shuttle Driver - BATC Employment & Training
1 Full Time (Term)**

The Employment & Training Shuttle Driver will be responsible for the coordinating and implementation of the Shuttle Program. This position will be delivered locally at the **Sweetgrass First Nation and clients transported to nearby employment or training facilities**. This will be a term position to June 30, 2018.

Job Duties:

- The Shuttle Driver shall maintain communication with BATC designate: Client Support Coordinator, Personal Development Coach or Placement, to ensure assessed clients are being transported to and from employment or training locations (as per scheduled list)
- Assist with coordinating a schedule for pickup of clients. Use appropriate Attendance Form to track clients utilizing service.
- Ensure Employment & Training Shuttle rules are clearly visible and a copy is distributed to new clients. Provide followup with rules to Band designate.
- Schedule regular maintenance of van, as per maintenance log.
- Provide time sheets, incident reports, and other information to the continual and improvement delivery of the program to BATC designate.
- Must maintain good business communication with clients, employers, and staff.
- Hours of work: Monday to Friday, 8 hour days.

Qualifications:

- Must have a combination of minimal of (2) years work related experience.
- Must have a valid drivers license, drivers abstract
- First Aid/CPR
- CPIC
- Grade 10 or equivalent
- Speak Cree would be an asset
- Must have good communication skills and patience

Closing date: August 10, 2017 - Please quote Competition # 0117-19

Please submit resume, cover letter and CPIC to:

**Human Resources
Battleford Agency Tribal Chiefs
971-104th Street**

**Phone: 306-446-1400
Fax: 306-446-1308
Email: humanresources@batc.ca**

ONLY THOSE SCREENED FOR INTERVIEWS WILL BE CONTACTED