

Employment title: Transportation worker**Last Update:** July 2020**Service:** Transport**Under the supervision:** Facility director**Class:** 2**Hours per week:** 35 hours**JOB SUMMARY**

Person who is responsible for transporting users. He or she helps them to get in and out of the vehicle and ensures their safety during transport, boarding and disembarking.

DESCRIPTION OF RESPONSIBILITIES AND TASKS

- Ensures that the organization's existing policies and procedures are followed and always prioritizes the quality of care provided, as well as the safety and well-being of users, in all tasks performed, actions taken and documents prepared;
- Ensures that the quality of care provided is adequate and complies with the organization's existing policies and procedures;
- Ensures that all tasks and actions performed focus on the safety and well-being of users;
- He or she helps them to get in and out of the vehicle and ensures their safety during transport, boarding and disembarking;
- Reports any anomaly in users' behavior;
- If necessary, can be called to perform errands and to transport goods;
- Ensures that his or her vehicle is maintained in good condition;
- Maintains an updated record of all vehicle trips and the names of clients transported, as well as their place of boarding or destination;
- Maintains a professional approach and wears professional attire at all times;
- Performs any other related duties at the request of his or her supervisor.

TRAINING/EXPERIENCE

- Hold a high-school diploma;
- Hold a valid driver's license of the appropriate class and behave in a prudent and responsible manner.
- Good communication skills;
- Excellent knowledge of French and English;
- Knowledge of Microsoft Office suite: Word and Excel;
- Demonstrated ability to work in a team;
- Autonomy and good organizational skills;
- Be available day, evening and week-end.