



ALEXIS HEALTH SERVICES

Alexis Nakota Sioux Nation

EMPLOYMENT OPPORTUNITY

The Alexis Health Services is seeking a full time:

HEAD START BUS DRIVER

Reporting to the Head Start Coordinator, the Head Start Bus Driver is responsible for providing the highest quality, safe and reliable transportation for all Head Start participants and staff to and from the program facilities, outings and events in all weather conditions. It's necessary that the right candidate for this position is comfortable around children, can maintain a calm composure, is personable and able to work as a team.

DUTIES / RESPONSIBILITIES:

- Supervise children, from the Head Start program, on route
- Maintain documentation/records of trips (e.g. incidents/accidents)
- Perform pre and post trip safety inspections on vehicles and equipment
- Maintain the interior and exterior cleanliness of Head Start vehicles (wash, vacuum, and sanitize)
- Ensure Head Start vehicles are functioning and meeting all safety standards
- Communicating with parents, teachers, and children in a clear and polite manner
- Assist participants who require extra support (e.g. loading/unloading)
- Perform duties as assigned by Head Start Coordinator and/or Health Director
- Open to training opportunities when required

QUALIFICATIONS:

- Minimum age 21 years
- Valid Class 4 Driver's Licence
- Provide a Driver's Abstract
- Criminal Record with Vulnerable Sectors and Child Intervention check required
- Standard First Aid and Class C CPR
- Pass required medical, drug, and alcohol testing
- Possess cultural awareness, understanding, and sensitivity
- Experience working with children
- Clear understanding of privacy legislation

Closing Date: Friday, September 6, 2024

PLEASE SUBMIT ***COVER LETTER AND RESUME*** (in person, by fax or email) TO:

Patricia Roth, Interim Health Director
Alexis Health Services, Box 39, Glenevis, Alberta, T0E 0X0
Fax: (780) 967-1109
Email: patricia.roth@ansn.ca

POSTED: Monday, August 26, 2024