



Poundmaker's Lodge Treatment Centres
Box 34007 Kingsway Mall Post Office
Edmonton, AB T5G 3G4
Phone Number: (780) 458-1884
Fax Number (780) 459 1876
Toll Free Number 1(866) 458-1884
www.poundmakerslodge.ca

INTERNAL/EXTERNAL EMPLOYMENT OPPORTUNITY

Van Driver

Full-Time Position

Poundmaker's Lodge Treatment Centres requires a full time employee who will assume the responsibility as a Van Driver. The overall objective is to safely transport clientele in a timely manner. The responsibilities will also include delivery and pick up of various items.

Duties and Responsibilities:

The Candidate will be responsible for the safe transportation of clientele in a timely manner. The Candidate will be responsible for the safe operations and maintenance of all Poundmaker's Lodge Treatment Centres fleet vehicles. The Candidate will have a strong geographic knowledge of the Greater Edmonton area. The Candidate will be responsible for maintaining vehicle log books, maintenance records, and files on each vehicle. They will also be relied upon for errands such as picking up mail, etc.

Qualification Criteria:

- 1) Must have a valid Class 4 Drivers License;
- 2) Experience working in a Residential Treatment facility;
- 3) Experience working within an Indigenous environment.

Knowledge and Skills Required:

- 1) Maintaining confidentiality is essential;
- 2) Able to multitask and prioritize your day;
- 3) Effective conflict resolution skills;
- 4) Excellent verbal and written communication skills and computer literacy skills an asset.

Other:

- 1) Criminal Records Check and Driver's Abstract Mandatory;
- 2) Demonstration of a healthy lifestyle will be an asset;
- 3) Team Player with great work ethic.

Please ensure your cover letter and resume clearly outlines how your previous work experience is related to the qualifications and requirements for this position. Interested candidates should fax or email their cover letter and resume to:

Brad Cardinal
Executive Director
Poundmaker's Lodge Treatment Centres
Brad-Cardinal@poundmaker.org
Fax: 780-459-1876