



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

BUS DRIVER – SHORT TERM (September to June)

PROGRAM AREA: ABORIGINAL HEAD START/DAYCARE
POSITION TITLE: BUS DRIVER
REPORTING PROTOCOL: REPORTS TO HEAD START/DAYCARE PROGRAM MANAGER

POSITION SUMMARY: To provide safe and reliable transportation for children and families attending centre-based programming and the Outreach Program.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Valid Driver's License, Class B
- Driving record free of criminal convictions within five years and must produce copy of valid driver's license for personnel file.
- Must be First Aid/CPR trained, updated as required.
- Basic literacy and math skills.
- Basic knowledge of preschool children.
- Strong written or oral communication skills.
- Ability to maintain schedules while meeting individual needs of children and families.
- Flexible in hours required to work. Programming varies on a weekly basis as will the hours required to work.
- Must adhere to the Employment Manual for the Chippewas of Kettle & Stony Point First Nation.

SKILLS REQUIRED:

- Physical strength and coordination adequate to drive a 20-passenger vehicle.
- Intermediate level decisions needed to adhere to safety and scheduling considerations.
- Occasional bending and stooping.

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates.
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME
AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES,
CLOSING DATE – Until filled

TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: **HR – Head Start/Daycare Bus Driver**
Email to: hr.assistant@kettlepoint.org
Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1
Fax: 519-786-2108

*A full Job Description is available: contact the HR assistant at hr.assistant@kettlepoint.org
Interviews will be scheduled shortly after the closing date.*

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE
INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL
CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT