MATAWA HEALTH
CO-OPERATIVE

Transportation Driver
Job Description

QA# MHC-JOB 092 **Dept**: Matawa Health Co-operative **Issue Date**: August 12, 2025, **Approved By**: ED

PURPOSE OF THE POSITION

Matawa First Nations has established the Matawa Health Co-operative (MHC). This provincially incorporated Co-op consists of the nine Matawa member communities – Aroland, Constance Lake, Eabametoong, Ginoogaming, Long Lake #58, Marten Falls, Neskantaga, Nibinamik and Webequie.

The Transportation Driver is responsible for the safe, timely, and compassionate transportation of patients to and from medical appointments. This role requires a strong commitment to patient care, excellent driving skills, and a professional demeanor. The driver must adhere to all traffic laws, company policies, and safety protocols to ensure the well-being of every passenger.

RESPONSIBILITIES & DUTIES

Patient Transport:

- Safely and efficiently transport patients to and from their destinations, including but not limited to hospitals, clinics, rehabilitation centers, and private residences.
- Assist patients with entering and exiting the vehicle, ensuring their comfort and safety.
- Assist with specialized equipment such as wheelchairs, walkers, and oxygen tanks as needed.
- Maintain a clean and sanitized vehicle to prevent the spread of germs and ensure a hygienic environment for patients.
- Follow all company procedures for patient confidentiality and privacy.

Vehicle Operations:

- Conduct daily pre- and post-trip vehicle inspections, reporting any maintenance issues or damage to the appropriate personnel.
- Ensure the vehicle is always fueled, clean, and in good working condition.
- Operate the vehicle in a safe and cautious manner, following all traffic laws and regulations.
- Maintain accurate records of mileage, fuel consumption, and transport logs.
- Responsible for the MHC vehicle fleet including vans, trucks, etc. that are used. Each vehicle has its own unique maintenance requirements, and it will be the responsibility of the Transportation Driver (as well as the Fleet Coordinator) to keep up with them. They must ensure the vehicles are being maintained, booked, used, and logged properly for each purpose. They will provide proper training on logbooks and specific vehicle checks to those staff who drive them. They will maintain a calendar booking system for vehicle use, and ensure adequate vehicles are available.

Communication & Documentation:

- Communicate effectively with dispatchers, patients, and healthcare staff.
- Use a GPS or other navigation tools to plan the most efficient routes.
- Complete all necessary paperwork and documentation, including patient manifests, trip sheets, and incident reports.
- Report any accidents, incidents, or delays to the dispatcher immediately.

Patient Care & Compassion:

- Demonstrate empathy, patience, and a positive attitude when interacting with patients, many of whom may be ill, elderly, or have special needs.
- Provide a high level of customer service, ensuring a comfortable and stress-free transport experience.
- Handle difficult or emergency situations calmly and professionally, following established protocols.
- Performs other duties as assigned.

Organizational Responsibilities

As a representative of the Matawa Health Co-operative, the employee is responsible for:

- Reflecting and interpreting the organization vision, mission and core values in their own work with enthusiasm and commitment.
- Acting in accordance with relevant legislation and organization policies and procedures.
- Proposing changes within MHC that would improve the quality of service to our First Nations' children, families and communities.
- Developing and maintaining respectful, cooperative working relationships to contribute to the delivery of services to First Nations' children, families and communities.
- Understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries.
- Ensuring accuracy, confidentiality and safekeeping of agency records.

Education and Job Requirements

Education

- High school diploma or equivalent.

Skills and Abilities

- Must possess a valid G class drivers' license, clean drivers abstract, and access to a reliable personal vehicle.
- Strong knowledge of local roads and traffic patterns.
- Ability to operate a variety of vehicles, including those with wheelchair lifts or other specialized equipment.
- Previous experience as a medical transportation driver or in a similar role is preferred.
- Exceptional communication and interpersonal skills.
- Strong problem-solving and decision-making abilities.
- Experience working with the elderly or individuals with disabilities an asset.
- Ability to speak Oji-Cree or Ojibway an asset.

Other Requirements

- Must be able to perform work duties with minimal supervision.
- Must be willing to work in a team like setting.
- Must be willing to travel as required.
- Must be able to work evenings, weekends, and holidays.
- Must provide a current Criminal Record Check and Vulnerable Sector Search.
- Must have a valid CPR and Standard First Aid Certificate (or willingness to obtain).
- Ability to satisfactorily pass a Tuberculin (TB) Skin Test.

WORKING CONDITIONS

Physical Demands

The employee will have to travel to our First Nations communities. They may have to lift, carry, and manage equipment and supplies. They may also have to lift, push, and pull patients. They may have to work odd or long hours at a time to complete special requests or projects. They may have to spend long hours sitting and using office equipment, computers, and attending meetings. The driver may be exposed to various medical conditions and must be prepared to handle biohazards and other health-related risks.

Environmental Conditions

The Matawa Building may be a busy facility. The employee may have to manage a number of projects at one time and may be interrupted frequently. The employee may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches. The role requires strong visual and auditory abilities to safely operate vehicles, read road signs, and respond to environmental cues. Drivers must have good depth perception, night vision, and spatial awareness, along with the ability to detect mechanical or safety issues through sound, touch, or smell.

Mental Demands

The employee will have to manage a number of requests and projects at one time. They must be aware of Tribal Council business in the communities and any and all relevant legislation, policies, and procedures. They may have to complete a number of tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

_____ Employee Signature _____ Printed Name Date I certify that I have read and understand the responsibilities assigned to this position.	_____ Supervisor's Title _____ Supervisor's Signature Date I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Executive Director's Signature Date I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.