



Maintenance Transportation Assistant

Description

The role of all Hearthstone staff is to support our clients with disabilities in maintaining a positive, secure, and enjoyable lifestyle. The Maintenance Transportation Assistant is responsible for always supervising their individuals while on their support times within the Day Program or in the community. The Maintenance Transportation Assistant shall ensure the individuals have entered their home and/or have been met by team/family.

We provide well maintained homes that best meet the needs of our individuals. We offer caring staff and a person-centered approach based on the concept of "Gentle Teaching".

Duties

- Work with Day Program Manager to meet the transportation needs of new participants, transporting the Day Program people on outings and to appointments.
- Maintain the bus, including gas, washing, maintenance, repairs, yearly certifications, first aid kits, winter plug in
- Maintains appropriate records and reports, incidents, individual logs, fire drills, mileage, float funds etc. and information as required by Hearthstone and/or Family Services & Housing and Transport Canada.
- Train support teams on safe operation of the Wheelchair Vans part of the Day Program Team, spend work hours of their day with assigned individuals.

Closing Date

October 28, 2024

Categories

Services

Employer

Hearthstone Community Group

Location

Rural

Address

209 Superior Ave Selkirk,
R1A 0Z7

Job Type

Full-time

Education Level

High School

Wage

\$17.75 - \$17.75

- The ideal candidate will be able to work autonomously and responsibly by observing all health and safety guidelines.
- Maintain HCG buildings and common areas in the best possible condition.
- Survey buildings and repair systems to ensure they are consistent with health and safety standards.
- Perform maintenance of electrical systems (replace light bulbs coordinate the work of electricians)
- Maintain heating and plumbing systems to ensure functionality.
- Inspect alarm systems (fire, protection) and schedule repairs when needed.
- Perform manual repairs when necessary (fix locks, replace windows etc.)
- Conduct general upkeep procedures (e.g., landscaping)
- Supervise individuals in snow clearing and lawn work.
- Mentor individuals to perform maintenance program duties.
- Other tasks as assigned (painting, carpentry etc.) Clean eaves
- Purchasing of maintenance supplies and equipment
- Preventative maintenance

Email

ramona.stelea@hcginc.ca

Qualification

- Working with adults with disabilities an asset.
- Maintain a Class 4 License with a good driving record, abstract required.
- Excellent communication, problem solving, and organizational skills required.
- Ability to work independently in a community setting and function as a team member.
- An Adult Abuse Registry Check and Child Abuse Registry check is required.
- A Criminal Records Check is required.
- Must attain current valid First Aid Certification
- Applicants must have the temperament, physical and mental capacities suitable to the job.
- Responsible for compliance with Health and Safety programming with Day Program
- Contribute as a team player. Participate in events, training, and Continuous Quality initiatives.

