



Immigrant and Refugee
Community Organization of Manitoba

IRCOM House Ellen
95 Ellen Street
Winnipeg, MB R3A 1S8

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IRCOM House Isabel
215 Isabel Street
Winnipeg, MB R3A 1R5

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Grocery Shuttle Driver Temporary, Part-time Position

POSITION SUMMARY

Guided by the vision, mission, and values of the Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM), the Driver serves IRCOM tenants by:

- transporting them safely to and from grocery stores,
- maintaining the vehicles in good working condition, and
- supporting the CRP and IRCOM team

Reporting to the CRP Manager, this role supports the tenants at the Ellen and Isabel locations to access and safely travel to grocery stores during the winter months. This role requires the ability to safely operate and maintain an 8 passenger van in and around Winnipeg in all weather conditions. The Driver will exhibit and uphold IRCOM's core values of integration, diversity, advocacy and empowerment, and they will work in a way that is people-centered, holistic and partnership based.

DUTIES AND RESPONSIBILITIES

Transport Tenants (65%)

- Assist tenants to safely enter, sit securely, and exit vehicle during normal transport and emergency situations
- Provide a safe, calm and positive atmosphere for all passengers
- Drop off tenants and their purchases at either their Ellen or Isabel residence after shopping
- Maintain strict attention to program schedules, schedule changes, driving conditions, etc. and ensure vehicle is ready for use 15 minutes prior to boarding

Program Support (10%)

- Inform and remind tenants about the grocery shuttle service
- Gather and organize tenants on the day of service
- Serve as shuttle service contact person for IRCOM staff and tenants

Safe Vehicle Operation (10%)

- Instruct passengers on road and safety regulations and ensure compliance with all safety practices
- Adhere to all applicable traffic laws, including seat belt usage, speed limits, school zones, vehicle capacity, etc.
- Conduct and complete daily pre-trip and post-trip vehicle inspection (fluid levels, tire pressure, exterior condition)
- Ensure all tenants are accounted for and returned to their homes

Records Management (5%)

- Take attendance of tenants using service and report to CRP Manager
- Ensure the vehicle's maintenance log book is current and records trip details (mileage, passengers), fuel and maintenance information, incidents, inspections, etc.
- Monitor behaviour of passengers and report concerns or incidents in writing to CRP Manager
- Retain and submit all vehicle related expense receipts

Vehicle Maintenance (5%)

- Maintain interior and exterior condition of assigned vehicles in safe, operational, attractive and clean manner
- Ensure vehicles are parked in assigned spaces

Team & Interdepartmental Support (5%)

- Monitor and respond to e-mail and other IRCOM and CRP team communication channels
- Follow all applicable IRCOM policies and procedures
- Advise CRP Manager of changes to road and safety regulations

- Perform other duties as assigned by CRP Manager or designate

REQUIRED QUALIFICATIONS

- Valid Class 5 (or higher) Manitoba Driver's Licence
- Clear driving record as evidenced by Driver's Abstract upon hire
- Recent Criminal Record Check and Clear Child Abuse Registry Check upon hire
- Proof of full COVID-19 immunization (including boosters) upon hire
- Experience driving in all weather conditions
- Good working knowledge of Winnipeg streets
- Excellent navigational skills
- Availability on weekends
- Access to reliable cell-phone
- Prior experience providing light vehicle maintenance
- Strong written and oral English communication skills
- Demonstrated commitment to supporting and empowering the newcomer community through previous volunteering / community involvement
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/work-here>)

DESIRED QUALIFICATIONS

- Fluency in additional languages
- CPR/First Aid and NVCi training

Work Location and Schedule:

This is a part-time, temporary position with a minimum of 4 hours per week with the possibility of additional hours depending on program needs. The primary work schedule will be Saturdays, from 10:00 am – 2:00 pm with periodic programs on weekends during sports league seasons. Van is based at 95 Ellen Street.

Wage: \$15.99/hour

This is a scheduled position with wage in accordance with the Collective Agreement between the Immigrant and Refugee Community Organization of Manitoba Inc. and the United Food and Commercial Workers Local 832.

APPLICATION INFORMATION AND PROCESS: All applicants must be legally entitled to work in Canada.

IRCOM as an organization seeks to reflect the community members it serves. We are committed to providing an inclusive, accessible environment, where all employees, volunteers, tenants and program participants feel valued, respected, safe and supported. IRCOM strives for employment equity. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, visible minorities, and/or persons with a disability. We are dedicated to building a workforce that reflects the diversity of the communities we serve, and to creating an environment where every employee has the opportunity to reach their potential.

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

Review of applications will begin at 12 pm noon, Wednesday, June 22 and continue until a candidate is selected

HR - Selection Committee
95 Ellen Street Winnipeg, Manitoba R3A 1S8
Email: hr@ircom.ca Fax: 204-943-4810

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.