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**Job Opportunities**

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**Competition # 2023-04**

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**URBAN SHUTTLE DRIVER  
ONE (1) CASUAL WORKER  
ATOSKEWIN SUCCESS CENTRE  
\*\*EXTENDED\*\***

**THE POSITION:**

As part of the BATC Employment & Training team, and under the direct supervision of the On-Reserve Coordinator, the Urban Shuttle Driver will be responsible for the coordination and implementation of the Shuttle Program. This position is delivered locally in North Battleford and clients transported to nearby employment or training facilities.

**DUTIES AND RESPONSIBILITIES:**

- Maintain communication with BATC Personal Development Coach, on Reserve-Coordinator, and BATC staff to ensure assessed clients are being transported to and from employment or training locations (as per scheduled list)
- Assist with coordinating a schedule for pickup of clients. Use appropriate attendance form to track clients utilizing service
- Ensure Employment & Training shuttle rules are clearly visible, and a copy is distributed to new clients. Provide follow-ups with rules to supervisor
- Schedule regular maintenance of shuttle, as per maintenance log
- Provide time sheets, incident reports, and other information to the continual and improvement delivery of the program to supervisor
- Must maintain good business communication with clients, employers, and staff
- Hours will vary and shift work

**QUALIFICATIONS/ELIGIBILITY**

- Must have a combination of minimal of two (2) years work related experience
- Must have a valid Drivers license, and clean Drivers Abstract
- Good communication skills: oral, verbal and written
- Must be eligible for URBAN SITAG, completing workbook and disclosure
- Must be 18-30 years of age
- Proof of Urban (living in Nb) residency (rental receipt, utility bill)
- First Aid/CPR
- Grade 10 or equivalent
- Ability to speak Cree is an asset
- Good communication skills: oral, verbal and written

**Closing Date: February 2, 2023 - Please quote Competition # 2023-04**

**Please submit resume, cover letter and CPIC to:**

**Human Resources  
Battlefords Agency Tribal Chiefs**

**Email: [humanresources@batc.ca](mailto:humanresources@batc.ca)  
Phone: 306-446-1400**

*Battlefords Agency Tribal Chiefs thanks all applicants, only those chosen for an interview will be contacted.*