



EMPLOYMENT OPPORTUNITY

Part Time Transportation Co-Coordinator

Do you thrive in a fast-paced office environment and enjoy a challenge?
Are you an energetic and compassionate individual looking to serve your community?
If you've answered yes to both, then joining our team may be perfect for you.

Arnprior-Braeside-McNab Seniors At Home Program Inc.
is a non-profit charitable Community Support Service Agency partially funded by the
Ministry of Health through Ontario Health East
providing vital services to Seniors and individuals with disabilities and special needs.

Qualifications:

- In depth knowledge of the geographic areas Town of Arnprior, McNab/Braeside Township & County of Renfrew
- Proficiency with Microsoft Word and Excel
- Knowledge of the workings of Alaya Care / CIMS (Community Information Management Systems) would be considered an asset, however training can be provided.
- Experience in an office setting that required communication with clients, volunteers, staff and the public. Including communication over the phone and via email
- Strong planning & Management skills.
- Excellent time management skills with the ability to re-prioritize on demand.
- Ability to represent the Agency and Champlain Community Transportation Collaborative at meetings and public events. As well as able to create and deliver presentations to public and stakeholders on all our transportation services
- Ability to work collaboratively with dedicated staff, volunteers, community partners and lead coordinator.
- Handle personal and sensitive information confidentially.
- Possess the ability to multi-task under pressure while maintaining composure and professionalism.

Areas of Responsibility:

- To co-coordinate & oversee the scheduling of Non-Urgent Medical Transportation of both Paid Staff Drivers and Volunteer Drivers for all Out-of-Town Medical Transportation, including the agency wheelchair accessible vans.
- Work collaboratively with various Community Partners and other Ministry Agencies as well as accounts receivable.
- Cross training with Lead Transportation Coordinator to be able to fill in for vacation/sick time
- Ensure all pertinent data is entered into the Agency Data Base in an accurate, consistent & timely manner.
- To be an Ambassador of Arnprior-Braeside-McNab Seniors At Home Program Inc. and other Transportation Coordinators within the Champlain Community Transportation Collaborative of Renfrew County as well as with other Health Care Partners

Hours of Employment:

- Monday to Friday (in office hours only)
- \$18.82 per hour plus health benefit package, \$19,572.80 per year

If you have checked all of these boxes, we invite you to submit your resume and we look forward to potentially meeting with you to discuss this position further.

Application Process: E-mail resume by Monday, June 9th, 2025, by 12:00pm

Be prepared for Interviewing towards the end of the week of June 9th, 2025

to: employmentopportunity@cssagency.ca

Or mail to:

Attention: Dennis Harrington, Executive Director

Arnprior-Braeside-McNab Seniors At Home Program Inc.

Towne Centre Unit A1-106 McGonigal Street West

Arnprior, ON K7S 1M4

Only those candidates who are selected for the short list will be contacted.