



Personnel Posting #18-24/25

myRide Coordinator Clerk

The Township of Manitouwadge is currently accepting applications for a **Temporary Part-Time myRide Clerk**. The successful applicant will be an employee of the Township of Manitouwadge under the supervision of Santé Manitouwadge Health's Director of Community Programs and Services. The position is a contract position through a grant with the Ministry of Transportation and may have the possibility of an extension.

Qualifications: The successful candidate will have the following qualifications/experience:

- High School Diploma of equivalent
- Knowledge of Microsoft Word/Excel/Publisher
- Moderate computer skills
- Excellent organizational and time management skills
- Excellent communication skills
- Valid class G driver's license (mandatory)
- CPR and First aid Certificate
- Ability to work in a team environment
- Bilingual is an asset
- Ability to guide and assist clients with physical limitations in and out of vehicle

Salary: \$ 21.84 per hour

Deadline: Applications must be received by **4:00 p.m. Tuesday, August 6, 2024**

Apply to: Linda Wieler, Employee Services Coordinator | applications@mh.on.ca
1 Health Care Crescent, Manitouwadge, ON P0T 2C0
807-826-3251 x 206

(Note: Please quote the personnel posting number "**PP18-24/25**" in your application. If you have not received an acknowledgement receipt of your application within a day or two from sending your résumé, please call to confirm receipt.)

Start Date: **August 2024**

We thank all applicants for their interest. However, only those candidates qualifying for an interview will be contacted.