



Rural Ottawa South Support Services is looking for a Bilingual Transportation Program Assistant to accept and follow through on transportation requests from seniors and adults with a physical disability living in our rural Ottawa south communities.

Job Details:

- Part-time Mon-Fri (possibly extending to Full Time)

Qualifications:

- Post secondary education in SSW or Office Administration, or equivalent
- Ability to communicate verbally and in writing in both French and English
- Highly developed computer skills in MS Office and Outlook; and experience in SharePoint would be considered an asset
- Exceptional interpersonal skills, accuracy with information, and data entry
- Knowledge of Community Support Services and the geography of the greater Ottawa area
- Strong planning, problem solving and organizational skills to respond to a variety of competing priorities
- Experience scheduling transportation considered a strong asset
- Professional attitude and ability to handle sensitive issues and information tactfully, diplomatically, and confidentially
- Valid driver's license, clean driving record (drivers abstract will be done), access to vehicle

Please respond to this posting to the Transportation Manager with a cover letter and resume by Friday Jan 27, 2012. Emails and carrier mail will be accepted. Only applicants who we are interested in interviewing will be contacted.

Offering support to seniors and adults with physical disabilities

Email: info@ROSSS.ca www.ROSSS.ca