



Scarborough Centre for Healthy Communities (SCHC) is dedicated to providing accessible, equitable, and transformational health and social service choices for the well-being of Scarborough's diverse communities. We cultivate vital community services by promoting healthy lifestyles while delivering a comprehensive range of culturally competent health and social services programming. Our I2CARE values ensures that we, as a work community, treat all with, inclusivity, innovation, collaboration, accessibility respect and equity.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve.

We are currently looking to hire a:

**Social Support Assistant  
1 - Part Time, Permanent (17.5 hours/week)**

Community Services provides front line delivery of basic life requirements including food, clothing and furniture. Our community is comprised of low income families, single parent led families, youth, seniors, hidden homeless and street homeless.

**Reporting To:** Coordinator, Social Support /Community Services Manager

**Department:** Community Services

**Purpose:**

The Social Support Assistant works in a team environment, providing basic needs to families, seniors, youth, single adults and homeless individuals. This team member is responsible for supporting all Community Service programs including the food, furniture and clothing banks, on-site meal programs and seasonal programs.

**Key areas of responsibility:**

- Operating a 18-22ft. truck to transport food and/or donated furniture items, in a safe and courteous manner
- Picking up food donations from grocery stores and other donors
- Maintains defensive driving
- Operates ramps, lifts and assists to secure/move items as needed
- Consistently lifting, carrying and moving up to 50lbs of product repeatedly
- Using provided equipment (ie. dollies/rolling bins) to move up to 600lbs of products between locations and the program spaces
- Receive, document, and stock shelves, freezers and fridges with deliveries and donations
- Maintain a safe, clean working environment
- Excellent customer service skills
- Develop and maintain relationships with internal and external partners
- Keeps the assigned vehicle(s) clean inside and outside
- Maintains accurate, up-to-date records on trip sheets, vehicle maintenance, fuel purchases, incident reports, accident reports, vehicle condition reports and other records that are requested by the Coordinator
- Coordinates the schedule for major or periodic vehicle maintenance with the Coordinator to minimize service interruptions
- Perform other duties as assigned that are reasonable within the scope of the job

**Scope and Accountability:**

- Works with larger Community services team to support client advocacy
- Work with the coordinator around safety issues, volunteer assignments, and intake processes
- Identifies trends and client needs
- If necessary, willingness to drive an SCHC vehicle for the purposes of the clothing, food, and furniture bank; ensuring safe operation and maintenances of vehicle and according to manufacturer recommendations

**Educational and/or Professional Qualifications:**

- High School Diploma or GED
- Social service worker diploma (Asset)
- 3 years' experience driving large vehicles
- Demonstrated knowledge, skills and abilities through 1-2 years of work experience in similar field
- Comfortable using computers, familiar with Microsoft Suite (Word, Excel, Outlook etc.)
- A willingness to work with clients who face ongoing challenges
- Valid driver's license ("G" class) to drive in Ontario
- Experience driving a large vehicle (Asset)

**Level of Experience:**

- Experience working with vulnerable population
- Customer service skills
- Warehouse experience is considered an asset

**Skills and Attributes:**

- Strong interpersonal and communication skills
- Sensitivity to and awareness of cultural, racial, socio-economic diversity within the community
- Oral and/or written fluency in other languages relevant to the community the program serves is a definite asset
- Skills in conflict resolution, mediation and crisis management
- Good problem solving skills
- Subject to Ministry of Transportation Ontario Driver's Abstract
- Self-motivated
- Strong ability to work independently and as part of a team

**Significant Working Conditions**

- Ability to lift/carry up to 50lbs and move up to 600lbs using equipment provided (ie. dollies/rolling bins) on a regular basis
- Flexibility of hours –evenings and weekend work may be required
- Working with clients who sometimes exhibit challenging behaviors.

**Remuneration:** \$20.10 - \$23.14

**Pay Band:** K

**Please note:** All other conditions of employment are set out in the collective agreement between SCHC and SEIU.

**Please apply in confidence to HR by email:** [Recruitment@schcontario.ca](mailto:Recruitment@schcontario.ca)

**Note:** Please quote **SSA-D** in the subject line.



If you require any accommodation, please advise Human Resources. As a condition of employment all new hires must be legal to work in Canada. You will also be required to undertake a Vulnerable Sector Screening with Police Services.

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+

SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. SCHC will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

[www.schcontario.ca](http://www.schcontario.ca).

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