



Scarborough Centre for Healthy Communities (SCHC) is dedicated to meeting the diverse, holistic health needs of the people of Scarborough by addressing the physical, mental, social, financial and environmental aspects of their health. Through the promotion of healthy lifestyles and delivery of a comprehensive range of culturally competent health and social services, we cultivate vital and connected communities.

We are currently looking to hire a:

**FOOD SECURITY ASSISTANT**  
**1-Full Time Contract Position – 20 weeks (30 hrs/wk)**

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

**Reporting To:** Coordinator, Food Security /Community Services Manager

**Department:** Community Services

**Purpose:**

The Food Security 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 Support Programs including the Virtual Food Bank, Meal Kits, Volunteers and Seasonal Programs.

**Key areas of responsibility:**

- 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 the program spaces
- Receive, document, and stock shelves, freezers and fridges with deliveries and donations
- Mentor students and volunteers in our service delivery
- Maintain a safe, clean working environment
- Excellent customer service skills
- Develop and maintain relationships with internal and external partners
- Complete comprehensive intake, screening and connecting clients to relevant resources through referrals
- Maintain and update client databases, and incident reports
- 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 maintenance of vehicle and according to manufacturer recommendations

**Educational and/or Professional Qualifications:**

- High School Diploma or GED
- Social service worker diploma (Asset)
- 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)
- Food Handlers (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 behaviours.

**Remuneration:** \$18.58 - \$21.38

**Pay Band:** K

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

**Please reply in confidence to HR** By email: [hr@schcontario.ca](mailto:hr@schcontario.ca)

**Deadline:** Candidates are invited to apply no later than Thursday, August 12<sup>th</sup>, 2021.

**Note: Please quote Food Security Assistant in the subject line.**

*We would like to thank all applicants; only those invited to interviews will be contacted.*

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+

Please note that all qualified candidates, eligible to be employed in Canada, are encouraged to apply.

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. 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.

For more information about our programs and services, please visit our website at [www.schcontario.ca](http://www.schcontario.ca).