



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:

Social Support Assistant Mover/Warehouse Receiver
Unscheduled Part Time

Reporting To: Manager Community Services

Purpose: The Social Support Assistant Mover/Warehouse Receiver will be responsible for ensuring accurate and seamless receptions and processing of incoming/outgoing Furniture items. They will support the driver in delivering and picking up items from donors or to clients.

Key Areas of Responsibility:

- Load and unload furniture regularly in a safe manner
- Operates ramps, lifts and assists to secure/move furniture items as needed
- Assist in delivering furniture and housewares to clients or pick up furniture from donors
- Arrange furniture in warehouse for client selection
- Inspect all incoming furniture to verify quality and safety
- Capability to lift/move heavy items repeatedly with use of dollies and other moving devices
- Reads and interprets daily schedule and reviews maps and driving directions to plan the most efficient route service for delivery and pickups
- 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
- Performs other duties as assigned that are reasonable within the scope of the job

Educational and/or Professional Qualifications:

- High School Diploma
- Valid Drivers' Licence to drive in Ontario (subject to a Ministry of Transportation Drivers Abstract) - Asset
- Can lift up to 100lbs on a regular basis with use of dollies, and or other moving equipment

Level of Experience:

- Minimum three to five years driving experience - asset

Skills and Attributes

- CPR and First Aid Certificates are required, or willingness to receive training within 90 days of employment
- Ability to lift and carry furniture items in and out of the truck
- Good verbal communication, organizational and time management skills
- Sensitivity to and awareness of cultural, racial and socioeconomic diversity within the community
- Ability to work independently
- A Provincial Class "F" Driving License is considered an asset

- Oral and/or written fluency in other languages relevant to the community the program serves is a definite asset
- Subject to a Ministry of Transportation Ontario Driver's Abstract
- Basic computer skills

Significant Working Conditions

- Flexibility of hours - evenings and weekend work may be required
- Successful individual must feel comfortable with all driving conditions including hazardous weather

Remuneration: \$18.77 - \$21.59

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

Note: Please quote DRIVER-UNSFB in the subject line.

Deadline: *Candidates are welcome to apply until filled.*

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.

www.schcontario.ca.

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