



MEALS ON WHEELS DELIVERY ASSISTANT

Permanent, Full Time

7:00 am – 3:00 pm

\$18.65/hour

At Community Support Connections, we wake up each morning energized about the difference we make in the lives of our clients; people who could be your parents, grandparents, friends, or neighbours. Working with hundreds of amazing volunteers, donors, and community partners, we provide a wide range of community supports for older adults and people with different abilities to help them live at home with independence and dignity – something we all deserve. We are truly caring and client-centered, and are constantly innovating; looking for new and better ways to provide the best care and supports possible.

Passion and commitment permeate everything we do. Driven by our values, we treat our clients, volunteers, donors, and each other, with dignity and respect. We recognize that diversity is the foundation for understanding the needs of our stakeholders. We believe the best way to serve our clients and volunteers is to create an environment and culture that empowers our staff to be as productive and happy as possible.

That includes:

- Generous benefit days and group RRSPs
- Competitive health and dental benefits
- Access to our Employee Assistance Plan
- Onsite exercise facility and programs
- On-site hot lunch options from our own kitchen
- Free parking

If what we do resonates with your core values then we want to hear from you!

You:

- Excel in a fast-paced and ever-changing environment where no two days are alike
- Can quickly get up to speed, change gears and adapt to different situations and people
- Can see how all positions and tasks within our agency fit into the bigger picture and contribute to engaging and responding to our clients, their families, our community partners and others
- Have a keen eye for detail and are comfortable making suggestions to improve efficiencies between various interrelated programs
- Are willing to travel around the Region to deliver exceptional experiences to our clients
- Are ready for a challenging new opportunity

The Role: This position supports our Meals on Wheels and Community Dining Programs.

The successful applicant will assist with program delivery in the following ways:

- In the Meals on Wheels office:
 - Confirm attendance for Community Dining
 - Assist with assembly of dessert and meal bags for Meals on Wheels delivery
 - Prepare meal bags for the next day
 - Call clients and their families to complete intakes
 - Various other office and data entry duties as required
- Out in the community:
 - Deliver Meals on Wheels
 - Set up dining sites for program; greet and assist clients; serve drinks and meals; ensure site clean up

Education/Qualifications

- High school diploma
- Valid Driver's License, clean Driver's Abstract and daily access to safe, licensed, insured and reliable vehicle for business-related travel
- Current First Aid/CPR training and Safe Food Handling Certificate are assets

Working Hours & Environment

- Monday to Friday
- Some computer and telephone use

If this role sounds like the opportunity you have been looking for to challenge yourself, we would love to hear from you!

Please submit resume and cover letter though <https://ca.indeed.com/>, clearly identifying the unique attributes you bring to the position by **November 20, 2020**.

We are happy to accommodate the needs of qualified applicants under the Ontario Human Rights Code and Accessibility with Ontarians with Disabilities Act (AODA) in all parts of the hiring process.

No phone calls or emails please. Only those applicants selected for an interview will be contacted.

For more information about Community Support Connections please visit:

www.communitysupportconnections.org

COVID-19 considerations:

Community Support Connections has a comprehensive COVID-19 Policy and Safety Plan; all appropriate precautions will be taken during the recruitment process and upon hire.