



WoodGreen Community Services Job Posting

WoodGreen Community Services is one of the largest social service agencies in Toronto. A founding United Way of Toronto member agency, WoodGreen has grown to span 36 locations and serves 37,000 people each year. Now in our 80th year, WoodGreen helps people find safe, affordable housing, seniors live independently, internationally-trained professionals enter the job market, parents access childcare, children and youth access after-school programs, newcomers settle in to Canadian life, homeless and marginalized people get off the streets and youth find meaningful employment and training. Visit www.woodgreen.org for more information.

Internal Candidates only may apply:	June 2 – 6, 2017
Job Posting Application Deadline	July 20, 2017 at 5:00 pm
Job Title:	Handyperson - repost
Program & Unit:	Transportation & Food Services, Community Care
Work Week:	Fluctuating Hours
Salary Grid Level:	B1 - \$15.13/hour
Employment Category:	Bargaining Unit – Casual

Program Overview & Position Summary

As a member of the Transportation/Home Maintenance team, the incumbent is responsible to the Supervisor of the Home Maintenance Program. The program focuses on the minor repairs and home maintenance for seniors 55 years of age and older, within the WoodGreen catchment area boundaries.

This community-based seniors-focused Home Maintenance program is designed to promote safety and wellness through meeting clients' needs. Home maintenance services can be held both outside and inside the senior's home and garden/driveway areas.

This position works with the Supervisor, other team members, clients and at times, other contracted laborers to carry out his/her duties. The duties of this position shall be carried out with respect to WoodGreen policies and standards, and with respect to all applicable codes and standards.

Main Responsibilities:

- Carries out minor repairs to the client's home (interior and exterior) related to promoting safety (including: snow shoveling, grass cutting, yard clean up, changing batteries, adding grab bars, curtain rods installation, small window air conditioner installation, changing light bulbs, eaves trough and window cleaning). This position does not do any electrical wiring, ground development, major equipment repairs or plumbing work.
- Identifies emerging home maintenance needs and will develop new programs to respond to these needs, in consultation with his/her Supervisor
- Ensures all equipment/tools/materials are maintained in a clean, safe and functional manner
- Provides regular feedback from the clients to the Team Supervisor and implements an evaluation monitoring with Supervisor
- Assists with home/apartment cleaning for bedbug or other pest preps for spraying
- Ensures the walkways are cleared of snow/ice during the winter months and may use the assistance of students within the SCOPE Program (School and Community Outreach Program for the Elderly and Disabled) and other vendors /laborers approved by the Home Maintenance Programs.
- Responsible for program administration, such as tracking records of service visits provided, and relaying this information to his/her Supervisor
- Ensures he/she is aware of all WoodGreen's health and safety and emergency procedures.
- Works effectively with members of the team and unit Staff members, volunteers and students
- Responsible for representing the unit on internal staff committees, as directed by the Supervisor and/or Unit Director.

- Ensures the anti-racism objectives and community development principles of the organization are achieved within the program.
- Participates in regular supervisory team meetings with the Supervisor.
- Responsible for upgrading training and education as directed by WoodGreen Community Services to fulfill the responsibilities of the job.
- Performs other related duties as required from time to time.

Required Education and Registration:

- Grade 10 Math and English skills.

Preferred Qualifications:

Able to follow written and verbal instructions.

- Able to communicate verbally and in writing in English.
- Able to work with little direct supervision.
- Able to travel to client homes.
- Able to work within a team environment.
- Skilled in basic maintenance repairs.
- Capable of using power tools, as required.
- Basic problem solving skills.

SKILLS:

- Two to three years related small home repair experience, including significant direct experience in working with older adults.
- Formal training in Home maintenance and repair will be an asset
- Good understanding and knowledge of seniors' issues related to safety in the home.
- Able to work independently with minimal supervision.
- Knowledge of community resources related to home safety for seniors.
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- Knowledge of community resources related to safety for seniors.
- Second language is an asset.
- Capable of fulfilling the physical and mental demands of the job as per the Position Demands Analysis.

Due to WoodGreen's multi-site locations we reserve the right to relocate the incumbent to another site, in the same position performing the same duties, as may be dictated by program needs. Reasonable notice of such site relocation will be given.

To Apply:

Please submit your resume and cover letter, **quoting the position title in the subject line** as follows:

WoodGreen employees ONLY – apply to hrjobs@woodgreen.org. Please note that external applications sent to this e-mail will not be forwarded and will be deleted.

All other applicants – apply to mtong@woodgreen.org, Att: Michael Tong, Community Care.

We are an equal opportunity employer. We welcome applications from diverse individuals who self-identify on the basis of any of the protected grounds under the *Human Rights Code*. We are committed to integration and maintaining the independence of individuals and removing barriers to accessibility in the workplace. We are committed to full compliance with the *Human Rights Code*, the *Accessibility For Ontarians With Disabilities Act*, the *Pay Equity Act*, the *Occupational Health and Safety Act*, and all other applicable legislation.

WoodGreen is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative at hrjobs@woodgreen.org of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.