



WoodGreen Community Services *Job Posting*

Our Vision:

A Toronto where everyone has the opportunity to thrive

Handyperson (Re-post)

Employment Type:	Casual, Bargaining Unit
Work Hours:	Fluctuating hours
Salary:	B1 - \$15.13/hour
Application Deadline:	January 16, 2018 by 5:00 pm

Who We Are

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 80th year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit www.woodgreen.org to learn more about who we are and what we do.

Program Overview – Home Maintenance, Community Care

This community-based seniors-focused Home Maintenance program is designed to promote safety and wellness while meeting clients' needs. Home maintenance services can be held both outside and inside the senior's home and garden/driveway areas. The program focuses on minor repairs and home maintenance for seniors 55 years of age and older, within the WoodGreen catchment area boundaries.

What You Will Do

- 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, curtain rod 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 approved vendors/laborers.
- 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.

What You Bring to the Team

- Grade 10 Math and English skills.
- Two (2) to three (3) years related small home repair experience, including significant direct experience in working with older adults.

What Will Set You Apart

- 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.
- Basic problem solving skills.
- Formal training in Home maintenance and repair will be considered 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.
- Second language is an asset.

Why You'll Want to Work With Us

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary and excellent benefits packages for PSW, contract and full-time employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

To Apply

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

WoodGreen employees <u>ONLY</u> to:	hrjobs@woodgreen.org
External applicants to:	mtong@woodgreen.org, Attn: Michael Tong

WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at hrjobs@woodgreen.org of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.