



AGINCOURT COMMUNITY SERVICES ASSOCIATION

4155 Sheppard Ave E., Suite 100, Scarborough, ON M1S 1T4 • T: 416-321-6912 • F: 416-321-6922 • www.agincourtcommunityservices.com

Job Title: Homeless Drop-In Program Assistant
Contract part-time position (30 hours per week)

Contract Start date: 26/06/2017; **Contract End date:** 11/08/2017 (7 weeks)

Salary: \$15 per hour

Reports to: Sara Clenyg-Jones & Jolie Chan

DEADLINE TO APPLY: 18/06/2017

ACSA Main Office
4155 Sheppard Ave East,
Suite 100
Toronto, Ontario, M1S 1T4
Tel: 416-321-6912
Fax: 416-321-6922

Background

ACSA is a nonprofit, multi service agency at the heart of Agincourt addressing needs and empowering children, youth, newcomers, homeless, and otherwise underserved communities. Our core programs include housing and outreach programs, food security programs, newcomer services, youth outreach and therapy programs, child and family programs, early years' programs, computer access programs, and community engagement.

ACSA Child and Family Centre
4139 Sheppard Ave East
Toronto, Ontario, M1S 1T1
Tel: 416-299-9872

Summary of Job Functions

The Homeless and Outreach Drop-In is City-funded and operates six days each week throughout the year, offering a host of programs to adults that are homeless or living in precarious housing. The program offers breakfast, lunch and afternoon snacks, access to computers and internet, phones, TTC tokens, showers, clothing and other personal care supplies. We have a primary care physician clinic operating on alternating Mondays, a foot clinic on Thursdays, and Dental Coach services throughout the year.

ANC Steeles-L'Amoreaux
331 Glendower Circuit, Unit 6
Toronto, Ontario, M1T 2T7
Tel: 416-609-9393
Fax: 416-609-3896

Our Street Outreach program is City-funded and serves clients that live in encampments, under bridges, in rail yards or on the street. Relationship building through active engagement has been pivotal to establishing trust and support with the end goal of helping clients to obtain permanent housing. The outreach team provides informal counselling, linkages with income supports offices, and assistance with housing searches. The catchment area includes Scarborough and stretches west to Jane Street in North York.

Chester Le Community Corner
201 Chester Le Blvd, 2nd Floor
Toronto, Ontario, M1W 2K7
Tel: 416-491-3456
Tel: 416-491-1686

ACSA also participates in different community events within Agincourt-area to outreach to community members about our programs and services.

Dorset Park Community HUB
1911 Kennedy Rd, Unit 105
Toronto, Ontario, M1P 2L9
Tel: 416-292-6912
Fax: 416-292-6913

Duties include:

- Participate in outreach activities: serves clients that live in encampments, under bridges, in rail yards or on the street, and attend community events
- Engage with clients and offer services according to the individuals' needs
- Provide referrals and information



AGINCOURT COMMUNITY SERVICES ASSOCIATION

4155 Sheppard Ave E., Suite 100, Scarborough, ON M1S 1T4 • T: 416-321-6912 • F: 416-321-6922 • www.agincourtcommunityservices.com

- Facilitate drop-in programs and food services by preparing, cooking, plating and serving food for drop-in participants.
- Sanitizing surfaces, sweeping and mopping floors, wiping tables and chairs. Cleaning fridges, freezers, cooking surfaces. Organizing shelves and putting food away.
- Other related duties as required.

ACSA Main Office
4155 Sheppard Ave East,
Suite 100
Toronto, Ontario, M1S 1T4
Tel: 416-321-6912
Fax: 416-321-6922

QUALIFICATIONS

- Experience working with homeless populations, marginalized individuals
- Excellent interpersonal and organizational skills
- Strong communication skills
- Experience working with individuals from diverse backgrounds
- Willingness and ability to travel with access to a vehicle
- Ability to work on weekends (as needed)
- CPI, First Aid and CPR certification
- Valid Police Records Check.

ACSA Child and Family Centre
4139 Sheppard Ave East
Toronto, Ontario, M1S 1T1
Tel: 416-299-9872

ANC Steeles-L'Amoreaux
331 Glendower Circuit, Unit 6
Toronto, Ontario, M1T 2T7
Tel: 416-609-9393
Fax: 416-609-3896

Please apply via email (cover letter & resume in one attachment) to:

Attention: HR Generalist

Email: hr@agincourtcommunityservices.com

Chester Le Community Corner
201 Chester Le Blvd, 2nd Floor
Toronto, Ontario, M1W 2K7
Tel: 416-491-3456
Tel: 416-491-1686

(Please quote **Homeless Drop-In Program Assistant** in the subject line of email)

No phone calls please.

Dorset Park Community HUB
1911 Kennedy Rd, Unit 105
Toronto, Ontario, M1P 2L9
Tel: 416-292-6912
Fax: 416-292-6913

ACSA is an equal opportunity employer and welcomes applicants from all communities inclusive of race, culture, religion, gender, sexual orientation and with differing abilities.

We thank all applicants for their interest in the position. However, only shortlisted applicants will be contacted for an interview.

If you are contacted by ACSA regarding a job opportunity and need accommodation throughout a hiring process, please contact Yelena Galochkina, HR Generalist at yelena@agincourtcommunityservices.com. **This address is for accommodation inquiries ONLY. Job applications sent to it will not be considered.**