



JOB DESCRIPTION            Meals on Wheels & Congregate Dining Coordinator  
(Full Time, Contract)  
Bargaining Unit Position • CUPE LOCAL 5218

LOCATION                      Scarborough, ON

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#### WARDEN WOODS COMMUNITY CENTRE

Warden Woods Community Centre (WWCC) is a multi-service agency governed by a local Board of Directors and funded by all three levels of government, the United Way and other generous partners. The Centre provides over 50 programs and services to over 6000 clients annually out of our main Centre and several satellite locations.

#### POSITION SUMMARY

This is a 3-month contract position. As a member of the Warden Woods Community Centre staff team, the Coordinator of Meals on Wheels and Congregate Dining coordinates all areas of the Meals on Wheels and Congregate Dining program for seniors and adults with disabilities living in southwest Scarborough

#### RESPONSIBILITIES

- Plan and implement the year-round Meals on Wheels program
- Liaise with clients from the community that require meal services and/or participation in congregate dining
- Process intake applications
- Ensure and oversee food ordering and delivery processes; research and liaise with food sources
- Oversee volunteers within the program
- Maintain and monitor client records and accounts and resolve client inquiries/complaints
- Input monthly statistics into CIMS database
- Process monthly client billing
- Maintain a positive working relationship with co-workers and volunteers
- Attend agency-wide meetings and events

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#### QUALIFICATIONS

- Post-Secondary education in Gerontology or Social Services or related experience
- 5 years of experience, preferably in community services
- Demonstrated proficient use of computers, including Microsoft Office Suite, Database knowledge

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#### COMPENSATION AND HOURS OF EMPLOYMENT

- \$21.01 per hour
- Full time – 35 Hours per week

## APPLICATIONS

WWCC is an equal opportunity employer committed to gender equality and social inclusion in our workplace. All qualified applications will receive consideration without regard to sex, gender identity, gender expression, sexual orientation, race, ethnic origin, colour, religion, nationality, disability, age, or any other characteristic protected by applicable law. We encourage all qualified persons to apply, particularly Indigenous peoples, persons with disabilities, ethnic minorities, visible minorities, and others who share our values and contribute to fostering an inclusive and diverse workplace. Please notify us as soon as possible of any adaptive measures you might require at any stage of the recruitment process.

Warden Woods Community Centre is a unionized workplace, and employees are represented by CUPE Local 5218. This is a bargaining unit position.

The successful candidate must be fully vaccinated against OVID-19. A police reference check is required by the successful candidates prior to commencing employment.

While we appreciate all responses, only candidates under consideration will be contacted. Please send resume and cover letter via e-mail only to: [careers@wardenwoods.com](mailto:careers@wardenwoods.com) with MOW (Contract) noted in the subject line.