

JOB POSTING

Job Position:	Supportive Care Assistant
Department:	Health Services
Status:	Full-Time - 35 hours per week This posting is for an active vacancy.
Location:	Brampton & Mississauga This role is on-site and/or community based.
Compensation:	\$23.63 per hour plus benefits.

Indus Community Services is an accredited, not-for-profit community benefit organization that has served local communities for over four decades. We are a registered charity, supported by our donors and by all three levels of government. Through our professional staff, we are a leader in the provision of culturally responsive services to newcomers, families, women & seniors.

Vision: To be leaders in building strong and inclusive communities.

Mission: We are a community benefit organization focused on building resilient and healthy communities by offering person-centered, anti-oppressive programs and services.

Position Summary:

In collaboration with team members, the incumbent shall provide supportive care including all food service-related duties to provide program participants with healthy nutrition and dietary support. The incumbent shall ensure that all job duties are completed in a culturally sensitive manner, consistent with the organization's ethics, integrity and excellence standards in promoting a client centered philosophy.

Responsibilities and Duties: *(but not limited to)*

- Prepare and deliver all food, beverages, snacks/nourishments for program participants according to the program schedule and prepared menu.
- Receive meal delivery from external caterer and complete temperature audits/documentation.
- Follow individual client meal plans as prepared by the Manager; including ensuring dietary requirements, food texture adjustments and optimizing client independence in self-feeding.
- Set meal service according to client abilities and serve meals according to portion control guidelines.
- Clear dining areas/tables, wash and put away all dishes, flatware, pots and pans used for meals.
- Ensure kitchen, dining, food preparation, food storage areas and equipment are clean, sanitary and uncluttered, and completes scheduled cleaning duties.
- Maintain food and associated supplies inventory, including ordering, receiving and storing of supplies.
- Assist with daily site cleaning and disinfection protocols.
- Assist with participant drop-off & pick-up.
- Ensure all daily materials needed for the program are fully stocked.
- Ensure that the isolation rooms are clean, sanitized and ready for use.
- Provide program participants with companionship, comfort and support, assist/accompany participants as they move within the program area and assist with activity participation.
- Participate in special events to assist clients to fully participate.
- Interact with the program participants in a professional and polite manner.
- Ensure the safety and security of program participants at all times.
- Participate in staff and team meetings, and professional development opportunities as required.
- Adopt safe work practices, reporting unsafe conditions immediately.
- Perform other duties as required.

Qualifications and Skills:

- Food Service Worker certificate/diploma from an accredited college and a current Certified Food Handlers certification required.
- Physically capable of performing the duties which require a variety of movements, and some lifting of supplies.
- Trained in work with cognitively impaired – GPA or other courses.
- Demonstrated experience and skills in working with the frail, elderly and/or cognitively impaired.
- Must demonstrate initiative and a positive attitude, with excellent interpersonal skills.
- Self-directed, self-motivated with a positive attitude and be able to work independently and as part of a team.
- Ability to prioritize, multi-task and adjust to shifting priorities.
- Excellent oral and written English skills are required.

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- Sensitivity to people from different socio-economic backgrounds with an equity lens.
- Ability to work flexible hours including evenings, weekends and to work from any Indus work-site.
- Successful candidates must provide a satisfactory Vulnerable Sector Check prior to commencing employment.

Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to hrindus@induscs.ca by 12:00pm, September 10, 2026. Please ensure your application email has the subject heading of “Supportive Care Assistant” - (insert your name)’

We are committed to a human-centric hiring process. Please note that we currently do not use any artificial intelligence (AI) tools to screen, assess, or select applicants for this position. All applications are reviewed by a member of our human resources team. This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization. Indus Community Services is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. **No phone calls please.**

Posting Date: August 26, 2026