

Employment Opportunity

Job Title: Intake Worker, Malton Community Drop-in Program	Date Posted: January 7, 2026	Reports to: Director, Community Development
Job Posting # INTK/MCD-046/2025-26	Date Closed: Open till filled	Position Type: Full time Contract ending March 31, 2026

About Organization:

Punjabi Community Health Services (PCHS) is a pioneer community-based not-for-profit, charitable organization. PCHS has been fulfilling the needs of diverse populations for 35 years by providing services in the areas of addictions, mental health, geriatric care, health promotion, domestic violence, parenting, settlement, and services for women, children, and youth. PCHS has several research studies to its credit and is recognized as an innovative organization for community development, as well as for its Integrated Holistic Service Delivery Model. PCHS is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) International and Imagine Canada.

Why Work at PCHS:

- 3 weeks' paid Vacation to start; 4 and 5 weeks after 3 and 4 years of continuous service
- 7 days' paid Personal Time
- Comprehensive Benefits package (special benefits for gym memberships and winter tires)
- Employee Assistance and Family Assistance Plan
- Various employer-paid training programs and professional development opportunities
- Develop and network through robust community and partner events
- Mileage reimbursement as applicable
- Free on-site parking

About the Program:

Punjabi Community Health Services (PCHS) is pleased to offer the Malton Community Drop-In program. Funded by the Region of Peel, this vital initiative supports some of the most vulnerable members of our community by providing a safe, welcoming, and climate-controlled space during the coldest months of the year.

The program offers individuals experiencing homelessness the opportunity to find shelter, access hygiene facilities (showers and laundry), and enjoy warm beverages and nutritious meals in a safe environment. By offering essential services alongside community referrals and service navigation, we aim to provide immediate relief while connecting individuals to long-term support systems.

About the Position:

The Intake Worker is responsible for conducting initial screenings and needs assessments for all incoming drop-in clients. This role serves as the first point of contact, ensuring individuals are registered, provided with immediate basic needs (meals, hygiene products, transit assistance), and effectively navigated toward internal services or external community referrals.

Qualifications and Skills :

- Diploma in Social Work or equivalent educational qualifications in a relevant field.
- 1-2 years experience in community outreach, settlement, or homelessness services preferred.
- Deep understanding and knowledge of diverse populations and the challenges facing individuals experiencing homelessness.
- Ability to conduct empathetic client intake and maintain organized documentation.
- Strong verbal and written communication skills to effectively engage with a variety of stakeholders.
- Superior time management and multitasking skills, with the ability to prioritize tasks in a fast-paced environment.
- Ability to work independently as well as collaboratively within a team.
- Excellent computer skills with proficiency in Microsoft Office and data entry.
- Familiarity with Cloud technology and Share-Point is an asset

Requirements:

- Possess a valid Ontario Driver's License, have regular access to a reliable vehicle and provide proof of adequate vehicle insurance
- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Current CPR and First-Aid/AED with Level-C certification
- Vaccines (COVID-19 and others) are encouraged
- This positions requires onsite work

Key Responsibilities (but not limited to):

- Screen clients for initial assessment, identify immediate needs, and determine eligibility for program services.
- Create and maintain client files (both digital and paper) and facilitate referrals to onsite support or external agencies.
- Coordinate access to basic needs, including showers, laundry facilities, and meal distribution.
- Distribute transit assistance (bus tickets) and hygiene products.
- Collect and summarize statistical data for daily record-keeping and reporting.
- Participate in team and committee meetings to ensure coordinated care.
- Maintain inventory control of resource materials, clothing donations, and hygiene supplies.
- Abide by internal policies regarding privacy, confidentiality, and safety protocols.
- Other duties as assigned

Hours: Full-Time Monday through Friday (10:00 a.m. – 6:00 p.m.)
Some evenings and weekends work required

Location: Malton Community Centre,
3540 Morning Star Dr, Mississauga, ON L4T 1Y2

Annual Salary: \$48,000 to \$52,000

Position to commence: January 2026

Please submit your resume to the Hiring Committee at hr@pchs4u.com.

Please add **Job Posting # INTK/MCD-046/2025-26** to the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate all applicants' interest, but only those under consideration will be contacted for an interview.

PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, persons with disabilities, among other self-identified diverse groups.

We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at hr@pchs4u.com.