

Employment Opportunity

<p>Job Title: Program Support Worker-Meals Delivery and Wellness (Langar on Wheels Program)</p> <p>Job Posting # PSW-LOW-002/2026-27</p>	<p>Date Posted: April 24,2026</p>	<p>Reports to: Supervisor- Geriatrics Program</p> <p>Position Type: Full-Time, existing vacancy</p>
	<p>Date Closed: May 8, 2026</p>	

About Organization:

Punjabi Community Health Services (PCHS) is a pioneer, community-based, not-for-profit charitable organization that has been serving diverse populations for over 35 years. PCHS provides a wide range of culturally responsive services in the areas of addictions, mental health, geriatric care, health promotion, domestic violence, parenting, settlement, and support for women, children, and youth. PCHS is widely recognized for its innovative Integrated Holistic Service Delivery Model and has contributed to several community-based research studies. The organization is fully accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) International and Imagine Canada, reflecting its commitment to quality and accountability. PCHS is also a 2SLGBTQ-sensitive organization, committed to equity, inclusion, and culturally appropriate care.

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 Days
- Comprehensive Benefits package (including wellness allowance)
- 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 Position:

Punjabi Community Health Services (PCHS) is seeking a reliable and compassionate Program Support Worker to support the Langar on Wheels (LOW) Program. This role combines meal delivery with client wellness checks, ensuring seniors and vulnerable clients receive not only nutritious meals but also social connection and support. The successful candidate will use their own vehicle to travel within the community, engage respectfully with clients, and contribute to accurate service documentation.

Qualifications, Skills and Experience

- Post-secondary education in Social Services, Health, or a related field (or equivalent experience)
- Minimum 1–2 years of experience working with seniors or vulnerable populations
- Safe driving skills — navigating routes, weather conditions, and client locations safely.
- Strong interpersonal and communication skills –able to speak clearly, listen actively, and report concerns accurately.
- Empathy, patience and demonstrate cultural sensitivity
- Strong observation skills and the ability to notice changes in a client’s condition or environment during wellness checks.
- Ability to work independently and manage time effectively
- Basic technology skills with ability to route the travel and ability to learn/use CRMS for documentation
- Fluency in South Asian languages such as Punjabi, Hindi, and Urdu.

Requirements

- Valid driver’s license, access to a reliable vehicle, and proof of current insurance (**mandatory**)
- Driver’s Abstract
- Willingness to travel locally on a daily basis. The job requires daily local travel delivering meals.
- A satisfactory Vulnerable Sector Screening (Criminal Record Check) is mandatory.
- Current certification in CPR and First Aid- Level C with AED.
- Proof of vaccination (including COVID-19 and others) is encouraged.

Duties and Responsibilities:

- Coordinate and carry out daily delivery of culturally appropriate “langar” meals to clients, ensuring timely, respectful, and safe service.
- Conduct brief wellness and safety checks during each visit and report any concerns
- Provide compassionate, culturally sensitive support to older adults, building trusting relationships and promoting dignity, independence, and wellbeing.
- Plan, develop, and maintain the weekly and monthly meal delivery schedule, adjusting for client needs, holidays, and operational changes.
- Perform accurate and timely data entry into CRMS software, including client records, delivery logs, and service updates.
- Maintain detailed assessments, documentation of program activities, client interactions, delivery confirmations, and any incidents or concerns.
- Collaborate closely with team members, vendor, and volunteers to ensure smooth program operations.
- Communicate effectively with clients and stakeholders, addressing inquiries, feedback, and service requests in a professional manner.

- Participate in regular team meetings, planning sessions, and program evaluations to support continuous improvement.
- Monitor and report any issues related to delivery, client wellbeing, or service quality to supervisors in a timely manner.
- Ensure compliance with organizational policies, health and safety standards, and cultural sensitivity practices.
- Support additional administrative or program-related tasks as required.
- Other duties as assigned.

Working Conditions:

- **Hours:** Full-Time 37.5 hours per week with some evenings/weekends as applicable
- **Travel:** This is an onsite role with frequent local travel within the community on a daily basis.
- **Physical:** Regular lifting of meal packages and interaction with clients in home environments.

Salary Range: \$40,000 - \$43,000 annually

Position to commence: May 2026

Please submit your resume to the Hiring Committee at hr@pchs4u.com by **May 08, 2026**

Please add Job Posting #PSW-LOW-002/2026-27 the email subject line and cover letter.

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

Equity, Diversity, Inclusion Statement: *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*

Use of AI: *We use an applicant tracking system (ATS) to organize applications and improve efficiency. Every application is comprehensively reviewed by our recruitment team to ensure a thorough assessment of your experience, skills, and potential. AI is not used to make hiring decisions.*

Disclaimer: *PCHS only posts jobs on verified platforms and **never** requires candidates to pay fees. To apply safely, please send your resume directly to hr@pchs4u.com. Do not submit personal information through any other website or link.*