



## ABOUT US

Turning Leaf is a non-profit, charitable organization that provides person-centered, crisis and treatment services to low and high-risk vulnerable and marginalized individuals living with mental illness and intellectual challenge in our community. Turning Leaf's support is customized to every individual's needs and risk level. We offer crisis-intervention and treatment services, community support, day program services, residential support (including emergency housing, 24-hour homes, cluster housing, and home share), a harm reduction program, clinical services, indigenous services and more.

***We are proud to be recognized as one of Manitoba's Top Employers of 2026. This honour distinguishes Turning Leaf as a leader in our industry, and as one of the top places to work in the province.***

## WHO WE SUPPORT

The participants of our programs are often deeply impacted by their circumstances which can become barriers to living safely and independently in the community. Trauma, homelessness, poverty, addictions, discrimination, sexual exploitation, societal stigmas, and lack of access to resources are some of the barriers our participants face every day.

## MAKE AN IMPACT

Being a part of the Turning Leaf team means you will have the opportunity to make a direct and positive impact on people's lives every day. The work is challenging in all the best ways and deeply rewarding. Many of our employees say they have found their life's purpose while working here.

Turning Leaf provides ongoing, meaningful training to ensure we remain an industry leader and that our employees have the skills and confidence to be successful in their careers. We are an organization that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect.

We are growing more and more all the time, and we are always hiring. If you feel called to be a part of the Turning Leaf team, please apply today.

## JOB SUMMARY

The Maintenance Support assists in providing general maintenance services and performing various duties to maintain the facilities in Manitoba this includes office spaces, day programs, residential homes, apartment complexes and individual units. This position will have an afterhours emergency component for residential and SIL programs. It is important for the Maintenance Support officer be careful and thorough in their work, tidying the premises after jobs completed and displaying respectful and courteous behaviour while on site.

The Maintenance Support is under the supervision of the Maintenance Coordinator and is responsible for ensuring assigned task the properties are well maintained, aesthetically pleasing, and a safe place for all visitors, staff, and the participants we support.

Under the supervision of the Maintenance Coordinator, the Maintenance Support ensures properties are well-maintained, visually appealing, and safe for all staff, visitors, and participants. Responsibilities include performing tasks thoroughly and carefully, tidying up after completing jobs, and maintaining respectful and courteous behavior on-site.

## ESSENTIAL REQUIREMENTS

- Cover letter and updated resume
- 18 years of age or older
- This is a Full-time position that will require daytime and some evening and weekend hours
- Clear Criminal Record with Vulnerable Sector Check (no older than three months)
- Two years of general maintenance experience; or any equivalent combination of experience and/or education preferred
- Knowledge of equipment, tools, and procedures of grounds construction and care
- Experience operating grounds maintenance and grounds construction equipment such as snow blowers, weed whackers and lawn mowers would be an asset.
- Able to safely lift objects up to 50 lbs
- Ability to understand verbal directions and closely execute tasks with minimal supervision
- **Must have own Vehicle; big enough to fit tools and other supplies.**
- Manitoba Class 5 drivers license with reliable vehicle and a clear drivers abstract is required
- Available to travel in the region on request
- WHMIS training is considered an assist
- HIPAA training is considered an assist
- Three employment references

## QUALITIES AND QUALIFICATIONS

- Strong interpersonal skills, the ability to maintain a courteous interaction with all levels of personnel, treat all with dignity and respect, and open and receptive to people's needs always
- Pro-active and works well independently
- Sound understanding of computer basics
- Excellent communication skills
- Excellent eye for detail
- Ability to always handle confidential information and act with discretion in all matters
- Adapts to new processes, technology, and unexpected projects/requests
- Skilled at prioritizing tasks and action items, with strong time management skills
- Provide a consistent work ethic
- Demonstrates fiscal responsibility and accountability

## SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

### Support General Office Maintenance:

- Daily inspection and removal of trash as needed from office spaces.
- Restock all paper products and hand soap as needed.

- Replacing light bulbs
- Semi annual replacing of furnace filters and air vent inspections
- General repair of toilets/sinks/shower
- Carrying boxes to basement and bring items up as requested
- Inventory of supplies (i.e., garbage bags, tools or supplies) and notify their supervisor when they need to be reordered
- Organizing/maintenance of offices, IHS homes, Day Programs and locations in Manitoba.
- Other duties may be assigned

Assist with Office Landscaping Maintenance:

- Install, repair, and replace any outside lighting, gates, fencing, posts, and bicycle racks, as well as paint/touch up all signage on grounds.
- Mowing lawns, trimming and weeding, preparing outdoor areas for various weather conditions by weatherproofing, covering outdoor furniture with tarps, tying down unsecured items, etc.
- Ensure all grounds maintenance equipment is kept up to date, operational and safe to use
  - Perform equipment inspections and repairs as needed, e.g., annual oil changes on lawn mower, weed whacker and pressure washer etc.
- Other duties as may be assigned

Assist with maintenance duties when requested for Turning Leaf Residential homes, Supported Independent Living and Day Program locations:

- Replacing smoke detectors
- Installation of security systems under direction from the I.T department
- Changing of locks and cutting of new keys
- Basic carpentry
- Preventative maintenance
- General repairs/replacement of
  - drywall
  - painting
  - doors
  - windows
  - baseboard maintenance (wood/vinyl)
  - basic unclogging of toilets/shower drains/sinks
- Other duties may be assigned

**BENEFITS**

- Salary paid
- Health Benefits immediately
- GRRSP Program (optional)
- Paid Wellness Time
- Bereavement and Compassionate Care Time
- Mileage Reimbursement (when applicable)
- Employee Assistance Program (EFAP)
- 15 days vacation

## HOW TO APPLY

Applicants can express their interest by submitting a cover letter that clearly demonstrates why they are the ideal candidate (cover letters must cite specific examples congruent with the posting requirements) along with their résumé to [careersmb@tlservices.ca](mailto:careersmb@tlservices.ca). We thank all applicants, but only those being considered for an interview will be contacted.

*Turning Leaf welcomes applications from people with disabilities. Applicants with disabilities may request reasonable accommodation relating to the materials used and/or activities throughout the application and selection process.*

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*Turning Leaf Support Services is committed to fostering and upholding an inclusive workplace that reflects the diversity of the communities we serve, including Indigenous Peoples. We believe in creating opportunities for everyone to thrive by embracing diverse perspectives, experiences, and identities. We encourage candidates from Indigenous communities, minoritized groups, underrepresented groups, and all walks of life to bring their unique talents to our team*