



JOB POSTING

Posting Type: Internal/External

Date Posted: Oct 15/25

Application Deadline: Oct 29/25

Competition Number: 25-2

Job Status: Actively Recruiting

Location: Huntsville, Ontario (on-site)

Employment Type: Full-Time

Hours of Work: 40 Hrs Per Week, Shift Work

Experience: Experienced 1-2 years

Department: Facilities

Salary Scale: \$24.50-25.00

Maintenance/Janitorial

PURPOSE OF POSITION

The purpose of the Maintenance/Janitorial position is to maintain organization and cleanliness within DeNovo Treatment Centre that meets or exceeds health standards as well as maintenance to DeNovo Treatment Centre in order to provide a safe reputable, and presentable atmosphere for its clients, staff and affiliates.

MAJOR RESPONSIBILITIES

- To report Janitorial/Maintenance needs to Management/ Executive Director
- Working with your supervisor and housekeeping team, coordinate and facilitate outside contractors for work outside of scope (i.e. electricians, plumbers, HVAC etc.)
- **General Janitorial Duties include/ may include** but are not limited to; Clean and sanitize toilets, sinks, showers and tubs, dust, sweep and mop floors in bathrooms, bedrooms and other areas of the Centre, remove used bedding and replace with clean linens for new admissions, wash, dry and fold linens as required for weekly exchange, clean, sweep and mop floors in offices on a regular basis, as required, Maintain general cleanliness of walls and dining room furniture.
- Restock and Replenish supplies when required or notify appropriate person.
- General Maintenance Duties include/may include but are not limited to; preventative and scheduled maintenance as per De Novo Treatment Centre policy and or manufacturers recommendations, consultation and assistance to outside consultants and/or contractors when required, maintenance of walkways, driveways, fire exits and paths; maintenance of the lawns and gardens by contracted providers, daily inspection of the building, its equipment and property according to De Novo Treatment Centre requirements; and in collaboration with the Health and Safety worker(s) recommendations, any minor repairs, renovations and maintenance.
- Oversee client chore completion/efficiency and when required, assisting to keep the building up to the standards of De Novo Treatment Centre.
- To maintain accurate records as required.
- Assist with food deliveries if needed.
- To assist with company vehicle needs.
- To assist with errands and client transportation, as requested.
- Maintain a positive work environment for clients and staff.
- To inform the Managers/ Executive Director when additional client supervision or intervention is required.
- Uphold De Novo Treatment Centre policies and procedures, including De Novo programming, treatment philosophy, Canon of Ethics and LiUNA 3000 Collective Agreement as it relates to this position.
- Other duties as required

EDUCATION AND QUALIFICATIONS

- Highschool diploma or equivalent; with minimum 1-2 years experience.
- Excellent verbal and written communication skills.
- Ability to work within a team environment following a treatment philosophy.
- Must have excellent organization skills, flexibility and time management skills.
- Excellent verbal and written communication skills.
- Ability to utilize various computerized software programs.
- Must have a valid driver's license to operate company vehicles when picking up supplies
- Ability to work within a team environment following a treatment philosophy.

BENEFITS OF BEING A DE NOVO EMPLOYEE

- Paid Vacation
- Paid Sick Days
- Paid Personal Days
- Paid Premiums for shifts worked between 18:00 hrs. and 8:00 hrs.
- Paid Lunch Break
- Comprehensive Health Benefits Plan
- Group RRSP
- On-going Professional Development
- Paid Professional Registration and Credentialing
- Comprehensive On-Boarding Experience
- \$3 per Day Home-Cooked Meal Plan
- Free On-Site Parking
- De Novo is accredited with the Canadian Centre for Accreditation
- De Novo is a member of Addiction Mental Health Ontario
- De Novo is a member of the Ontario Hospital Association
- Clinical, Kitchen, Housekeeping and Maintenance positions are unionized members of LiUNA Local 3000

De Novo Treatment Center's Mission is to provide the highest quality of substance abuse treatment for the Employers, Employees, and Members within the unionized construction industry and their families.

De Novo Treatment Center's Vision is to be the recognized leader for drug and alcohol treatment in the construction industry of Ontario, and to provide the highest standard of care.

De Novo Treatment Centre is an equal opportunity employer. We value the importance of Compassion, Diversity, Dignity, Worth, Integrity, Excellence, Continuous Learning, and Teamwork within the workplace.

De Novo values lived experience, work experience, practical knowledge, formal training, and formal education in supporting people recovering from alcohol and drug addiction. Qualified people in sustained recovery and/or family members are encouraged to apply. Equivalency for candidates with significant relevant experience is considered. We retain all applications submitted for one year after the closing date of this posting for consideration in any future postings.

As part of our commitment to Accessibility, if you require information and materials in a specific format, please contact Human Resources at 705-787-0247 or email jobs@denovo.ca. If you are contacted regarding a job opportunity, please tell us if you require accommodation before the interview.

You are invited to submit your application which **MUST** include a cover letter and resume **quoting competition 25-2 by Oct 29/25 at 4:00pm to:**

The Hiring Committee

De Novo Treatment Centre
87 Forbes Hill Drive
Huntsville, Ontario
P1H 1R1

Telephone: (705) 787-0447 Email: jobs@denovo.ca

Thank you for considering De Novo Treatment Centre as a potential employer.
Successful applications must include an individualized cover letter and current resume.

Only those applicants selected for an interview will be contacted.

AI Technology is not used during the recruitment process.

