



DNSSAB IS HIRING!

Supporting Human Services in Our Community

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to hospital when needed, assists in finding affordable childcare, and is there when a little support can make a world of difference during a difficult time.

BULLETIN NO.: D2025-60

POSITION: Homelessness Prevention Navigator

DURATION: Temporary Full-Time (up to 6 months)

SALARY: \$60,068.03 to \$71,846.94

LOCATION: North Bay, ON

Do you aspire to have a fulfilling position in the human services delivery environment and to make a difference in the lives of the people in our community? The District of Nipissing Social Services Administration Board (DNSSAB) prides itself on putting people first. Here at the DNSSAB, we strive towards a future of healthy, sustainable communities within our region. To achieve this, we are looking for a talented Homelessness Prevention Navigator to add to our exceptional Housing Services team.

Under the general supervision of the Supervisor of Homelessness Programs, the Homelessness Prevention Navigator determines initial and on-going client eligibility according to HPP Guidelines; develops, implements and monitors a Housing Stability and/or Sustainability Plan in conjunction with each citizen and/or Community Homelessness Service Provider; manages an assigned caseload of HPP services recipients. Actively engages with Community partners in both formal and informal settings.

Qualifications:

- Two-year post-secondary diploma in Business Administration, Accounting, Finance, Business Development or Project Management or an acceptable combination of education and experience;
- Three (3) years' experience in housing or homelessness program administration, including planning and development;
- Experience in project management, housing or tenant advocacy, grant writing, research, or community program planning and development
- Good knowledge of the Housing Services Act, 2011 and Regulations, Residential Tenancies Act, 2006 and the National Housing Strategy;
- Ability to maintain a large dataset including inputting and analyzing data;
- Ability to analyze complex situations and make sound recommendations;
- Demonstrated ability to monitor compliance with legislation, regulations and/or policies;
- Excellent interpersonal, communication, and presentation skills;
- Detail-oriented with strong organizational and communication skills, capable of working independently and as part of a team.
- Proficient use of computers, with the ability to produce spread sheets, correspondence, reports, charts and presentations using a variety of software applications, including Microsoft Word, Excel, Power Point, Outlook, and Canva;
- General knowledge of the full range of programs delivered by DNSSAB including Housing Services, Children's Services, Ontario Works, and Paramedic Services;
- Demonstrated regular attendance with the Board's Attendance Management Policy;
- A Valid Ontario Driver's License and a reliable vehicle for use on the job;
- Respect of confidentiality.

Contract Employees Enjoy:

- OMERS Pension Plan (Non-Full Time Employees)
- Be Part of an Inclusive Work Culture
- Employee Assistance Program
- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- A Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to Diversity & Inclusion
- Business Casual Dress Code

Must be legally eligible to work in Canada. Police Record Check within three (3) months is a requirement.

Applications for the above position will **only** be accepted through the **Plum Recruitment** Tool up to **4:30PM, Friday, October 10th, 2025**. Please follow this link <https://bit.ly/4pVpTkU> to apply **now!** You will be required to create a profile and complete an assessment prior to uploading your cover letter and resume. Your profile will allow you to stand out from your fellow applicants for your unique skillset. See how bright your future could be. Come join our team and help make a difference in the lives of the people we serve!

www.dnssab.ca/careers

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance.