



## 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.:** D2025-40

**SALARY:** \$57,466.92 to \$68,683.07

**POSITION:** Housing Services Program Assistant

**LOCATION:** North Bay, ON

**DURATION:** Permanent Full-Time

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 Program Assistant to add to our exceptional Housing Services team.

Under the supervision of the Director of Housing Services, provide administrative support to Housing Services department by performing a wide range of administrative support functions, and assist to coordinate day-to-day functions and related projects. This position will assist in providing superior customer service to all employees and community stakeholders by responding professionally and promptly to all questions, inquiries, and requests in a timely manner with due regard to confidentiality. This position provides contract administration, data collection and reports to Housing Service Management.

#### Qualifications:

- Post-secondary Diploma in Office Administration/Legal Assistant or acceptable combination of education and experience;
- Two (2) years previous related experience. Knowledge of Housing Services is considered an asset;
- Excellent knowledge of general office procedures and time management skills;
- Comprehensive knowledge of the principles and practices of effective communications, as well as familiarity with new communications technologies and application to public sector organizations;
- Proven experience in delivering high quality customer service – client centered, service-oriented, and a team player;
- Knowledge and experience associated with handling and modifying contracts and/or contract administration; Excellent oral, written and editing skills, with the ability to adapt communications to different audiences and mediums;
- Good interpersonal and customer service skills;
- Computer proficiency in the use of MSWord, Excel, PowerPoint, SharePoint and Outlook for email and scheduling;
- Experience setting up meeting and public presentation facilities and equipment;
- A valid Ontario driver's license and a vehicle available for use on the job;
- Demonstrated respect of the confidentiality of privileged and sensitive or personal information.

#### Full-Time Permanent Employees Enjoy:

- OMERS Pension Plan
- Health, Dental, Vision, Life and Long-term Disability (LTD) Benefits
- Generous Vacation Entitlement
- Paid Sick Days
- 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

**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, Tuesday, August 5th, 2025. Please follow this link <https://bit.ly/4mflPod> 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!

**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.**