



JOB DESCRIPTION

JOB TITLE	Housing and Homelessness Planner Analyst
DEPARTMENT / PROGRAM AREA	Housing Services
REPORTING TO	Homelessness Program Supervisor
EFFECTIVE DATE	February 2025
SALARY	Band 6

JOB SUMMARY

Under direction of the Homelessness Program Supervisor, the Housing and Homelessness Planner & Analyst is responsible for providing support for planning, developing, implementing, and evaluating outcomes for housing and homelessness programs and services throughout the Nipissing District.

The Housing and Homelessness Planner & Analyst is also responsible for carrying out the HIFIS Community Coordinator role and, in collaboration with the CAN Community Coordinator, HIFIS Data Coordinator and the DNSSAB data team, conducting research, designing data collection processes and tools, monitoring and evaluating programs and analyzing data to help inform service planning and delivery; program outcomes; policy development; and strategic direction.

The Housing and Homelessness Planner & Analyst will also provide administrative support for all committees and task groups associated with Coordinated Access Nipissing.

JOB DUTIES AND RESPONSIBILITIES

Coordinated Access Nipissing:

- Provide administrative support for all committees and task groups associated with Coordinated Access Nipissing;
- Work with the CAN Community Coordinator to ensure training of CAN Partner Agency Staff and monitoring ongoing use of HIFIS;
- Train and support community agencies with implementation of HIFIS 4 software, collection of required data and statistics and provides a "help desk" response as required;
- Assist HIFIS agencies in establishing recording systems, reporting data, monitoring outcomes and evaluating effectiveness of programs and services to ensure service system outcomes;
- Ensure the data integrity of HIFIS applications by monitoring and supporting participating agencies to ensure quality and accuracy;

Homelessness Enumeration:

- Assist in the planning activities, including the recruitment and training of volunteers and community agencies;

- Partner and build relationships with Indigenous communities, homeless-serving agencies, provincial systems such as health, corrections and other stakeholders to develop our enumeration approach;
- Develop and implement a comprehensive Homelessness Enumeration Plan;
- Conduct homelessness enumeration as per the proposed Ministerial Directive and guidelines;
- Prepare reporting enumeration results and data points as per Ministry requirements in collaboration with the HIFIS Data Coordinator;
- Prepare reporting enumeration results for the public using various available medias;
- In collaboration with the HIFIS Data Coordinator, analyze data and make recommendations based on evidence.

Homeless Individuals and Families Information System (HIFIS):

- Perform functions and duties as the Homeless Individuals and Families Information System (HIFIS) Community Coordinator, including completion of quarterly activity reports, financial claims, and annual work plans and reports;
- In collaboration with the HIFIS Data Coordinator, provide administrative and data support to the Nipissing District Housing and Homelessness Partnership Community Advisory Board with results reporting, including project entry into the Results Reporting Online and the annual community plan;
- Serve as the lead of the HIFIS software projects plans, evaluations and coordinates the collection of reports from participating agencies;
- In collaboration with the HIFIS Data Coordinator, develop, collect and analyze program data and ensures retention of key historical data;
- In collaboration with the HIFIS Data Coordinator, perform weekly data cleaning and reporting to maintain the CAN Priority List for reporting and resource matching purposes;
- Promote HIFIS with potential service providers through consultations and information sessions; support HIFIS implementation with new service providers.

Research and Planning:

- Assist in the development of the Annual Implementation Report for the 10-Year Housing and Homelessness Plan;
- Assist in the creation of a work plan to review implementation and achievements of the 10-Year Housing and Homelessness Plan;
- Assist with the creation of outcome evaluation and reporting tools for the various Housing Services projects and plans;
Develop, analyze and prepare detailed reports from various housing services and DNSSAB sources.
- Support the planning, developing and implementation of the housing and homelessness plans and program updates in collaboration with community partners, service providers, stakeholders and DNSSAB staff;
- In collaboration with the HIFIS Data Coordinator, identify all local sources of data, participates in data workgroups locally and across the Province to enhance, evaluate and disseminate service delivery and planning information;
- Support planning workgroups in disseminating results of local data collection, evaluation and planning activities;
- Provide analysis and recommendations with regards to future program and service options related to the housing services portfolio;
- In collaboration with the HIFIS Data Coordinator, coordinate the collection and storage of data with the DNSSAB's data team and statistical studies /projects with the DNSSAB Research Analyst as/when required.

- Other related duties, as assigned

As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.

QUALIFICATIONS

- Minimum Successful completion of a three (3) year College diploma in Urban Planning, Business Administration, with focus on housing, research, data collection and analysis and/or analytical research focus and/or equivalent combination of education and experience.
- Over one year experience in Coordinated Access, housing, data collection, analysis, research and evaluating;
- Experience working with computer software used for assembling statistical databases, data manipulation and analysis;
- Experience in the application of statistical research methodologies, descriptive and inferential statistics;
- Ability to establish processes that ensure data integrity;
- Knowledge of applicable legislation, standards and Housing and Homelessness plans;
- Detail oriented with keen observation skills;
- Advanced computer skills in desktop applications including Microsoft Office Suite;
- Demonstrable knowledge of HIFIS,
- Knowledge of Coordinated Access models and processes
- Demonstrated presentation and facilitation skills;
- Excellent communication, interpersonal, persuasive, technological, analytical and presentation skills required;
- Ability to work in a stressful, fast-paced and constant change environment;
- Demonstrate a high level of attention to detail, accuracy and precision in work processes;
- Ability to be flexible in order to adapt to changing work requirements;
- Time management skills and the ability to work independently;
- Demonstrate respect of the confidentiality of privileged and sensitive information and/or data;
- Comfortable working in non-standardized work environments and outside regular business hours;
- Ability to travel throughout the Nipissing District and neighbouring districts for work related purpose;
- A valid Ontario Driver's License and a vehicle available for use on the job.