



## 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.:** D2025-31 **SALARY:** \$54,987.70 to \$65,670.92  
**POSITION:** Housing Program Representative **LOCATION:** North Bay, ON  
**DURATION:** Temporary Full-Time (up to 12 months)

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 Housing Programs Representative to add to our exceptional Housing Services team.

The Housing Programs Representative is part of a dynamic Housing Services team. This position is responsible to assist designated frontline Housing Programs staff in various support functions by gathering accurate and detailed information from applicants for the Co-ordinated Access System, as well as Homelessness programs, Social Housing, Affordable Housing, and/or any new housing initiatives under the DNSSAB housing mandate.

#### Qualifications:

- Two year post-secondary Diploma in Office Administration, Social or Human Service or related field or acceptable combination of education and experience;
- Two (2) years' experience in a front line role preferably in social housing or homelessness program delivery, and/or property management;
- Previous experience in an office administration or customer service role;
- Good knowledge of Bill 140 *Strong Communities through Affordable Housing Act, 2010*, the *Housing Services Act, 2011* and Regulations, and the *Residential Tenancies Act, 2006*;
- General knowledge of the full range of programs delivered by DNSSAB including Housing Services, Children's Services, and Ontario Works;
- Proficient in the use of computers, with the ability to produce spreadsheets, correspondence, reports and presentations using applications including Word, Excel, Power Point, Outlook;
- Excellent interpersonal, communication, presentation negotiation skills, conflict resolution skills;
- Ability to analyze complex situations and make sound recommendations;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- Respect of confidentiality.

**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, May 20th, 2025. Please follow this link <https://bit.ly/3GIJUyu> 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.**

#### Contract Employees Enjoy:

- OMERS Pension Plan (Non-Full Time Employees)
- 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

[www.dnssab.ca](http://www.dnssab.ca)