



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.

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| BULLETIN NO.: | H2025-09 | SALARY: | \$18.00 / hour |
| POSITION: | Housing Operations Office Clerk (Student) | LOCATION: | North Bay, ON |
| | | DURATION: | Full-Time Temporary (up to 15 weeks) |

Under the supervision of the Maintenance Services Supervisor, the Housing Operations Student provides support to staffs that manage and administer social housing.

The position is responsible to assist designated frontline staff in general administrative support functions such as data input, gathering statistics, filing, etc. This position is required to provide optimal quality customer service, be detail-oriented, have some knowledge of applicable legislation, policies and procedures, community resources and a variety of computer programs and software. This position will assist Tenant Services and Maintenance Services in the field with unit and yard inspections thought the district, as required.

Qualifications:

- Current enrolment or graduation from post-secondary diploma or degree in Business Administration, Social Services, or related discipline;
- Previous experience in Housing is considered an asset;
- Proficiency in the use of computer applications with the ability to produce spread sheets, correspondence, reports and presentations using applications including Word, Excel, PowerPoint, and Outlook;
- Excellent verbal and written communication skills;
- Good interpersonal and customer service skills;
- Knowledge of general office procedures;
- Ability to manage daily workload, set priorities and meet required deadlines while managing with completing demands;
- Ability to work in a team environment;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- Respect of the confidentiality of privileged and sensitive personal information.

Contract Employees Enjoy:

- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- A Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to Diversity & Inclusion

Applications for the above position will be accepted **by email** at jobs@dnssab.ca up to **4:30pm, Thursday, May 2nd, 2025**.

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. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.

****International students are not eligible participants. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.**

International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible.