



## The District of Nipissing Social Services Administration Board is hiring!

### Housing Programs Business Analyst (Up to December 31<sup>st</sup>, 2022) Bulletin No. D2022-33

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? At the District of Nipissing Social Services Administration Board (DNSSAB), we help people to put an affordable roof over their heads, we make sure an ambulance takes them to the hospital when needed, we help them find affordable childcare so that they can go to work to support their family, and we are there when a little support can make a world of difference during a difficult time in someone's life. If you want a challenge working in the public sector with a locally respected organization, come join our team. We are looking for a talented Housing Programs Business Analyst to add to our exceptional Housing Programs team.

This Housing Programs Business Analyst position for up to December 31<sup>st</sup>, 2022 is physically located in North Bay. This Business Analyst is responsible to provide financial and business support for the successful delivery of various Housing Programs. The position provides input into policy and procedural developing in accordance with legislative directives and the DNSSAB Strategic Plan and provides recommendations for service enhancements to achieve successful outcomes. The DNSSAB offers a competitive salary of \$36.48 per hour, a team oriented work environment, encourages work-life balance with the right to disconnect, and is committed to ongoing development.

#### Qualifications:

- Post-secondary diploma in Business Administration, Accounting, Finance or Project Management or an acceptable combination of education and experience;
- Over two (2) years' experience in social housing or homelessness program administration, including planning and development;
- Experience in property management, housing or tenant advocacy, or community program planning and development would be considered an asset;
- 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 analysing data;
- Ability to analyse complex situations and make sound recommendations;
- Ability to monitor compliance with legislation, regulations, and/or policies;
- Excellent interpersonal, communication, and presentation skills;
- Proficient in the use of computers, with the ability to produce spreadsheets, correspondence, reports and presentations using applications including Word, Excel, Power Point and Outlook;
- General knowledge of the full range of programs delivered by DNSSAB including Housing Services, Children's Services, and Ontario Works;
- Demonstrated regular attendance in keeping 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.

**Must be legally eligible to work in Canada. Criminal Reference Check within three (3) months is a requirement. Proof of Vaccination is a requirement.**

Applications for the above position will **only** be accepted through the **Plum Recruitment Tool** up to **4:30PM, Wednesday, June 22<sup>nd</sup>, 2022**. Please follow this link <https://bit.ly/3xjffK4> 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.**

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