



DNSSAB is Hiring!

Supporting Human Services in Our District

Bulletin No: D2026-19

Position: Coordinated Services and Homelessness
Administrative Assistant (Student)

Duration: Temporary Full-Time (up to 12 weeks)

Salary: \$18.00 / hour

Location: North Bay, ON

This position provides administrative support and assists with special projects for frontline staff while delivering quality customer service. Duties include responding to client inquiries and assessing eligibility for DNSSAB housing programs, requiring knowledge of legislation, policies, procedures, community resources, and computer systems. Programs supported include Coordinated Access, Housing Allowance, Rent Supplement, Portable Housing Benefit, CHPI, and Reaching Home.

Qualifications:

- Current enrolment in post-secondary in the field of Mental Health and Addictions, or related Social Science field;
- Previous experience in Housing and Homelessness services 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 with strong interpersonal and customer service abilities.
- Knowledge of general office procedures with the ability to manage daily workload, prioritize tasks, meet deadlines, and work effectively 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 Intern

Employees Enjoy:

- Employee Assistance Program
- The right to disconnect
- Wellness activities
- Psychologically safe workspace

Applications will be accepted by email at dnssabresumes@dnssab.ca up to **4:30 p.m. on May 7, 2026**.

*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.

DNSSAB is an equal opportunity employer. In accordance with its 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; only applicants selected for an interview will be contacted. DNSSAB does not use artificial intelligence or automated decision-making tools at any stage of the recruitment.