

The District of Nipissing Social Services Administration Board is hiring!

Housing Programs Assistant (Up to December 31st, 2022) Bulletin No. D2022-44

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 Assistant to add to our exceptional Housing Services team.

This Housing Programs Assistant position for up to December 31st, 2022 is physically located in North Bay. The Housing Programs Assistant provides administrative support to Housing Services including assistance in meetings and special projects and general administrative support. The DNSSAB offers a competitive salary of \$29.11 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 Office Administration or an acceptable combination of education and experience;
- Two (2) years of previous related experience. Knowledge of Housing Services is considered an asset;
- Good knowledge of general office procedures;
- Good verbal and written communication skills;
- Good interpersonal and customer service skills;
- Proficiency in the use of MSWord, Excel, PowerPoint, SharePoint and Outlook for email and scheduling;
- Experience setting up meeting and public presentation facilities and equipment;
- Typing: 40 wpm;
- Demonstrated respect of confidentiality of privileged and sensitive or personal information.

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 **9:00AM, Wednesday, August 3rd, 2022. Please follow this link <https://bit.ly/3csvRZ8> 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.