

The District of Nipissing Social Services Administration Board is hiring! Housing Programs Student (Temporary –up to 16 weeks) Bulletin No. D2022-22

Under the supervision of the Supervisor of Housing Programs the Housing Programs Student provides support to staff that manage and administer social and affordable housing, and homelessness programs and services. The position is responsible to assist designated frontline staff in administrative support functions by gathering accurate and detailed information from applicants for programs or services delivered by Housing Services. You will be required to provide optimal quality customer service through strong knowledge of programs and services, attention to detail, applicable legislation, policies and procedures, community resources and a variety of computer programs and software.

This temporary position will provide general administrative functions, including responding to client inquiries and assessment of potential eligibility for various programs and initiatives offered under the DNSSAB housing mandate. This includes but is not limited to the following programs: Social Housing; Public Housing; Co-Ordinated Access System; Affordable Housing and Investment in Affordable Housing components, Rental Housing, Homeownership, Ontario Renovates, and Housing Allowance; Rent Supplement; Portable Housing Benefit; Community Homelessness Prevention Initiative (CHPI); and the Homelessness Partnering Strategy (HPS). The position is physically located in North Bay and currently offers a combination of in-office and remote work. The DNSSAB offers a competitive salary of \$15.00 per hour, a team oriented work environment, encourages work-life balance with the right to disconnect, and is committed to ongoing development.

Qualifications:

- Current enrolment or graduation in 2022 from post-secondary diploma or degree in Human Resources, Business Administration 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.

Applicants must submit a current resume with a cover letter to the Human Resources Department by **email** indicating how his/her qualifications meet the requirements specified in the bulletin. Please ensure to indicate the bulletin number and position title for the specified posting you are applying for.

Applications for the above position will be accepted **by email** at jobs@dnssab.ca up to **9:00AM, Monday, May 2nd, 2022**

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.