



**The District of Nipissing Social Services Administration Board is hiring!
Homelessness System Navigator
(Permanent)
Bulletin No. D2022-66**

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 Homelessness System Analyst to add to our exceptional Housing Services team.

This permanent Homelessness System Analyst position is physically located in North Bay. The Homelessness System Analyst is responsible for providing financial and business support for the successful delivery of Coordinated Access Nipissing (CAN) and homelessness prevention programs. This position is responsible for conducting homelessness-related analysis and modelling and providing recommendations to support decision-making processes related to program opportunities. The DNSSAB offers a competitive salary of \$55,379.23 per annum, enrollment in the OMERS pension plan and health benefits plan, a team oriented work environment, encourages a work-life balance with the right to disconnect, and is committed to ongoing development.

Qualifications:

- Completion of a three (3) year College diploma or University Degree in Social Services, Business Administration or related field, with a focus on data collection and analysis and/or analytical research focus;
- Over two (2) years' experience in social services, and/or homelessness program administration, including planning and development;
- Demonstrated proficiency in statistics and/or data science; Able to perform quantitative and qualitative statistical analysis on various types of data;
- Advanced computer skills in desktop applications and data analysis software including, but not limited to Microsoft Office Suite, Excel, SPSS, Crystal Reports, Tableau and HIFIS;
- Familiarization with relational databases and accessing the databases to produce meaningful analysis and insights in the underlying data structure;
- Experience in homelessness advocacy and community development would be considered an asset;
- Ability to establish processes that ensure data quality and integrity;
- Knowledge of applicable legislation, standards and theories of homelessness and housing;
- Detail orientated with keep observation skills; Demonstrate a high level of attention to detail, accuracy and precision in work processes;
- Excellent communication, interpersonal, technological, analytical, presentation and facilitation skills required;
- Ability to communicate in both official languages is considered to be an asset;
- Comfortable working in non-standardized work environments and outside regular business hours; Ability to be flexible in order to adapt to changing work requirements;
- Demonstrate respect of the confidentiality of privileged and sensitive information and/or data;
- Ability to travel throughout the Nipissing District and neighbouring districts for work-related purposes;
- A valid Ontario Driver's License and a vehicle available for use on the job.

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

Applications for the above position will only be accepted through the **Plum Recruitment Tool** up to **4:30PM Thursday, November 3rd, 2022. Please follow this link <https://bit.ly/3N1TGVt> 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.