



Housing Services Supervisor

Bulletin No. D2023-16

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| Permanent Full-Time | Salary \$84,452.26 – \$95,978.49 | Location North Bay |
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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? The District of Nipissing Social Services Administration Board (DNSSAB) prides itself on putting people first. Here at the DNSSAB, we strive towards a future of healthy, sustainable communities within our region. To achieve this, we are looking for a talented Housing Services Supervisor to add to our exceptional team.

The position is responsible for providing oversight and guidance for housing assistance and waitlist client services and initiatives within the District. This includes, but is not limited to, the funding, administration and compliance of the Social Housing Waitlist, Homeownership, Ontario Renovates, and Rent Subsidies. The position is responsible for ensuring effective and efficient program delivery in accordance with relevant provincial and federal guidelines, legislation and regulations. This position offers the opportunity to work flexibly.

Qualifications:

- Successful completion of a diploma or degree in Business Administration, Social Sciences or Human Services, or a related discipline or approved equivalent combination of education and experience;
- Minimum five (5) years' experience in the delivery of housing, homelessness or social service programs, including at least two years at the supervisory level;
- Demonstrated knowledge of the Housing Services Act and Residential Tenancy Act legislations, regulations and requirements, as well as the ability to interpret legislation;
- Knowledge of, and demonstrated ability in, customer service, communication, team work and initiative/self-management;
- Demonstrate and foster flexibility and adaptability, accountability, strategic thinking, innovation, creativity and collaboration;
- Possess management competencies including results/achievement focus, human resource management, leadership, financial management, business planning, decision making/judgement, representation and professionalism and job knowledge;
- Strong report writing, research, analytical and project management skills to meet program objectives and work to tight deadlines;
- Proven ability to manage conflict and sound judgement to respond in crisis and emergency response situations;
- Proficiency in desktop applications including working knowledge of Microsoft Office applications;
- A valid Ontario Driver's License and a reliable vehicle for use on the job;
- Possess excellent oral, written and presentation skills with the ability to adapt communications to different audiences and mediums;
- Bilingualism is considered an asset;
- May require flexibility of hours and location of work;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy.

Must be legally eligible to work in Canada. Police Record Check within 3 months is a requirement.

Applications for the above position will **only** be accepted through the **Plum Recruitment Tool** up to **4:30pm, Monday, June 12th, 2023. Please follow this link <https://bit.ly/43glpcR> 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.



Supporting Human Services in Our Community

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to the hospital when needed, assists in finding affordable childcare, and is there when a little support can make a world of difference during a difficult time.

Full-Time Employees Enjoy:

- Health, Dental & Vision Benefits
- OMERS Pension Plan
- Employee Assistance Program
- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- A Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to Diversity & Inclusion

www.dnssab.ca