



DNSSAB IS HIRING!

Supporting Human Services in Our Community

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to 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.

BULLETIN NO.: D2025-21

SALARY: \$60,068.03 to \$71,846.94

POSITION: Housing and Homelessness Planner Analyst

LOCATION: North Bay, ON

DURATION: Permanent Full-Time

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 and Homelessness Planner Analyst to add to our exceptional Housing Services team.

Under direction of the Homelessness Program Supervisor, the Housing and Homelessness Planner & Analyst is responsible for providing support for planning, developing, implementing, and evaluating outcomes for housing and homelessness programs and services throughout the Nipissing District. The Housing and Homelessness Planner & Analyst is also responsible for carrying out the HIFIS Community Coordinator role and, in collaboration with the CAN Community Coordinator, HIFIS Data Coordinator and the DNSSAB data team, conducting research, designing data collection processes and tools, monitoring and evaluating programs and analyzing data to help inform service planning and delivery; program outcomes; policy development; and strategic direction. The Housing and Homelessness Planner & Analyst will also provide administrative support for all committees and task groups associated with Coordinated Access Nipissing.

Qualifications:

- Minimum Successful completion of a three (3) year College diploma in Urban Planning, Business Administration, with focus on housing, research, data collection and analysis and/or analytical research focus and/or equivalent combination of education and experience.
- Over one year experience in Coordinated Access, housing, data collection, analysis, research and evaluating;
- Experience working with computer software used for assembling statistical databases, data manipulation and analysis;
- Experience in the application of statistical research methodologies, descriptive and inferential statistics;
- Ability to establish processes that ensure data integrity;
- Knowledge of applicable legislation, standards and Housing and Homelessness plans;
- Detail oriented with keen observation skills;
- Advanced computer skills in desktop applications including Microsoft Office Suite;
- Demonstrable knowledge of HIFIS,
- Knowledge of Coordinated Access models and processes
- Demonstrated presentation and facilitation skills;
- Excellent communication, interpersonal, persuasive, technological, analytical and presentation skills required;
- Ability to work in a stressful, fast-paced and constant change environment;
- Demonstrate a high level of attention to detail, accuracy and precision in work processes;
- Ability to be flexible in order to adapt to changing work requirements;
- Time management skills and the ability to work independently;
- Demonstrate respect of the confidentiality of privileged and sensitive information and/or data;
- Comfortable working in non-standardized work environments and outside regular business hours;
- Ability to travel throughout the Nipissing District and neighbouring districts for work related purpose;
- A valid Ontario Driver's License and a vehicle available for use on the job.

Full-Time Permanent Employees Enjoy:

- OMERS Pension Plan
- Health, Dental, Vision, Life and Long-term Disability (LTD) Benefits
- Generous Vacation Entitlement
- Paid Sick Days
- 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

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

Applications for the above position will **only** be accepted through the **Plum Recruitment Tool** up to **4:30pm, Tuesday, March 25th, 2025. Please follow this link <https://bit.ly/4bROTme> 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.