

The District of Nipissing Social Services Administration Board is hiring!

Tenant Remediation Specialist (Temporary- up to 12 months) Bulletin No. H2022-20

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? 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 Tenant Remediation Specialist to add to our exceptional Housing Operations team.

This temporary Tenant Remediation Specialist position is physically located in North Bay. This position will support the effective management and administration of a portfolio of Rent Geared-to-Income and Market Rent Housing Units with the goal of successfully resolving tenancy issues in accordance with established standards, policies and procedures and in compliance with the Housing Services Act and the Residential Tenancy Act and associated regulations. This position will primarily facilitate opportunities for successful tenancies by working with challenging tenants within the Nipissing District who otherwise are unable to rectify their issues without appropriate family or community supports.

The DNSSAB offers an hourly wage of \$25.51, a team oriented work environment, encourages a work-life balance with the right to disconnect and is committed to ongoing development.

Qualifications:

- Minimum two year post-secondary Diploma in Social Sciences or related field or acceptable combination of education and experience;
- Minimum of one year of experience working with vulnerable populations and people with barriers, ideally in a social housing setting;
- Knowledge of housing policies and procedures as well as related Provincial and Federal legislation ie; Housing Services Act, Residential Tenancies Act, Child and Family Services Act, Municipal Freedom of Information and Protection of Privacy Act, Personal Information Protection and Electronic Documents Act;
- Knowledge of alternative dispute resolution, mediation and crisis intervention skills with the ability to work with diverse clients with tact and diplomacy; ability to investigate, assess, report recommend solutions;
- Excellent communication, report writing and case management skills; the ability to communicate in French and English is an asset;
- Strong time management, organizational and problem solving skills to prioritize work activities while being sensitive to time constraints and tight deadlines;
- Proficient in the use of computers, knowledge of Microsoft Office software and office practices and procedures;
- Strong ability to work as a team member in a highly interactive team;
- Demonstrate good judgement in understanding and meeting the needs of the tenants;
- Valid Ontario driver's license and reliable vehicle.

Must be legally eligible to work in Canada. Criminal Record Check within three (3) months is a requirement. Proof of COVID-19 Vaccination is required.

Applications for the above position will **only** be accepted through the **Plum Recruitment Tool** up to **4:30PM, Friday, September 9, 2022. Please follow this link <https://bit.ly/3PkaJlu> 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