

JOB DESCRIPTION

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| JOB TITLE | Housing Programs Business Analyst |
| DEPARTMENT / PROGRAM AREA | Housing Services |
| POSITION REPORTING TO | Supervisor of Housing Programs |
| LOCATION | North Bay |
| SALARY GRADE | Band 4 |
| EFFECTIVE DATE | January 2020 |

GENERAL PURPOSE

[Description of the purpose of the position, why does it exist, what are the key responsibilities?]

Under the supervision of the Supervisor of Housing Programs the Housing Programs Business Analyst is responsible to provide financial and business support for the successful delivery of various Housing Programs. This includes, but is not limited to the social housing legacy programs, Investment in Affordable Housing components (Rental Housing, Homeownership, Ontario Renovates), Rent Supplement, Housing Allowance and Portable Housing Benefit programs, CHPI, Reaching Home, Canada-Ontario Community Housing Initiative, and the Ontario Priorities Housing Initiative.

The position will complete procedural and file integrity reviews, as well as data collection and analysis to meet legislative mandates and Ministry reporting requirements of the following; Housing Provider financial reports, operational reviews, rental subsidy calculations, and the 10-Year Housing and Homelessness Plan.

This position will conduct analysis and modelling and provide recommendations to support decision making processes related to program opportunities, including regeneration and innovative funding opportunities.

The position provides input into policy and procedural development in accordance with legislative directives and the DNSSAB Strategic Plan, and provides recommendations for service enhancements to achieve successful outcomes and solutions through collaboration, feedback and analysis. This position will also require strong attention to detail and a working knowledge of a variety of computer programs and software.

The position operates in compliance with legislation, policy, procedures and standards set by the Province and DNSSAB.

KEY ACTIVITIES

[Name and list under each the key activities of the position and percentage estimate of time for each section.]

1. Assist with housing and homelessness program reporting requirements including Program Development and Fiscal Plans (PDFP), quarterly reports, year-end reports, , and annual reports;
2. Assist with year-end processes for housing and homelessness program contracts, working closely with the Contract Specialist to ensure compliance;
3. Gather and analyze housing and homelessness program data for various reporting needs and to recommend changes or improvements;
4. Participate in the internal review process including completing internal review letters for CHPI and the Centralized Waiting List;
5. Review subsidy calculations and client files for Rent Supplement Programs, Housing Allowance and Portable Housing Benefit in accordance with legislative and program requirements;
6. Review Housing Provider financial reports to ensure accuracy and professionalism in the reporting;
7. Monitor housing provider target plans, including processing target deviation requests and reporting deviations to the Supervisor;
8. Ensure local housing policies, legislation and regulations, and program guidelines are accurately followed;
9. Review Housing Provider operational review reports for the efficient and effective delivery of these reports, which are consistent and professional;
10. Bring to the Supervisors attention, any potential projects in difficulty, and make recommendations for suitable remedies.
11. Administer monthly and/or quarterly reviews of contractual agreements to ensure the fulfilment of obligations (milestones, deliverables and invoicing);
12. Provide reports to the Management Team as needed;
13. Assist in the development and design of new housing programs such as the Portable Housing Benefit Pilot;
14. Represent the DNSSAB, when appropriate, on local, regional and national Steering/Advisory Groups by providing expertise, building consensus and driving investment into the District's Housing & Homelessness sector;
15. Participates in the on call rotation after office hours and responds to major emergencies after hours.
16. Other duties as assigned including providing support to the management team as required.

As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.

QUALIFICATIONS

- Post-secondary diploma in Business Administration, Accounting, Finance or Project Management or an acceptable combination of education and experience;
- Over two (2) years' experience in social housing or homelessness program administration, including planning and development;
- Experience in property management, housing or tenant advocacy, or community program planning and development would be considered an asset;
- Good knowledge of the *Housing Services Act, 2011* and Regulations, *Residential Tenancies Act, 2006* and the National Housing Strategy;
- Ability to maintain a large dataset including inputting and analyzing data;
- Ability to analyze complex situations and make sound recommendations;
- Ability to monitor compliance with legislation, regulations and/or policies;
- Excellent interpersonal, communication, presentation skills;
- Proficient in the use of computers, with the ability to produce spread sheets, correspondence, reports and presentations using applications including Word, Excel, Power Point, Outlook;
- General knowledge of the full range of programs delivered by DNSSAB including Housing Services, Children's Services, and Ontario Works;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- A Valid Ontario Driver's License and a reliable vehicle for use on the job;
- Respect of confidentiality.

COMPENSABLE FACTORS

COMPLEXITY / JUDGMENT

[The decision-making aspects of the position, the variety and relative difficulty of the material or information upon which decisions are based and the use of knowledge and experience in making the decisions.]

Employee works generally towards assigned objectives, instructions and policies.

KNOWLEDGE

[This subfactor measures the general knowledge and specialized or vocational training necessary to perform the job duties in a satisfactory manner and has no relationship to the academic achievement of an employee. The degree levels are normally expressed in terms of formal education or equivalent. Similar levels of achievement can be obtained through related experience, courses or self-improvement.]

Two year college diploma: Business Administration, Accounting, Finance or Project Management or an acceptable combination of education and experience.

EXPERIENCE

[The length of time required to learn, under instruction or guidance is measured along with the essential techniques and skills the job calls for / work experience is gained on the job under consideration, on prior jobs where the same or more elementary principles and techniques are used and on related jobs where the required body of knowledge can be built up – this is assuming the “incumbent” starts with the education level specified in the Education factor.]

Over two (2) years' experience.

INDEPENDENCE OF ACTION

[Reflects the amount of direction and control received from either personal supervision or standard practices and precedents – also considers ingenuity, creativity and original thought required in the job.]

Works under general guidance.

RESULTS OF ERRORS

[Considers the extent of losses to the organization – such losses may result from mistakes occasioned by insufficiently considered decisions or judgements – only in lower level positions is consideration given to carelessness / results of errors is also used to evaluate responsibility for the safety of others.]

Errors affect the work of others to a limited degree. Not usually damaging to the organization.

CONTACTS

[Contacts refers to the relative importance to the organization of necessary personal relationships of the position holder to others / the contacts can be internal to the organization and external.]

Contacts of importance or frequent but of non-selling nature.

CHARACTER OF SUPERVISION

[Considers the degree, kind and intricacies of supervisory responsibility – such responsibilities may involve direct functional direction as in “line” positions or advisory responsibilities as in “staff” relationships]

No supervision.

SCOPE OF SUPERVISION

[Appraises the size of the direct line responsibilities measured in total number of persons supervised.]

No supervision.

PHYSICAL DEMANDS

[Considers the degree and severity of exertion associated with the position.]

May require considerable visual attention and/or mental concentration.

WORKING CONDITIONS

[Measures the type and frequency of disagreeable conditions under which an employee is required to carry out the job duties.]

Minor conditions of frequent exposure.

THE FOREGOING IS AN ACCURATE DESCRIPTION OF THE POSITION

Director of Corporate Services Signature:

Dated:

Chief Administrative Officer's Signature:

Dated: