

JOB DESCRIPTION

JOB TITLE	Housing and Homelessness Planner and Analyst
DEPARTMENT / PROGRAM AREA	Housing Services
REPORTING TO	Homelessness Program Coordinator
LOCATION	
WEEKLY HOURS OF WORK	
SALARY GRADE	Band 6
DATE	April 2021

GENERAL PURPOSE

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

Under direction of the Homelessness Program Coordinator, the Housing and Homelessness Planner & Analyst is responsible for providing support for planning, developing, implementing, and evaluating outcomes for homeless enumeration and housing 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 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.

KEY ACTIVITIES

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

<ul style="list-style-type: none"> • Assist in the planning activities, including the recruitment and training of volunteers and community agencies; • Partner and build relationships with Indigenous communities, homeless-serving agencies, provincial systems such as health, corrections and other stakeholders to develop our enumeration approach; • Develop and implement a comprehensive Homelessness Enumeration Plan; • Conduct homelessness enumeration as per the proposed Ministerial Directive and guidelines; • Prepare reporting enumeration results and data points as per Ministry requirements; • Prepare reporting enumeration results for the public using various available medias; • Analyze data and make recommendations based on evidence. Assist with the development of a strategy that builds capacity to address homelessness; • Lead the development of web-based applications to assist in the seamless delivery of homelessness services across the District; • Perform functions and duties as the Homeless Individuals and Families Information System (HIFIS) Community Coordinator, including completion of quarterly activity reports, financial claims, and annual work plans and reports; • Train and support community agencies with implementation of HIFIS 4 software, collection of required data and statistics and provides a “help desk” response as required; • Assist HIFIS agencies in establishing recording systems, reporting data, monitoring outcomes and evaluating effectiveness of programs and services to ensure service system outcomes; • Ensure the data integrity of HIFIS applications by monitoring and supporting participating agencies to ensure quality and accuracy; • Assist the Homelessness Partnering Strategy (HPS) Community Advisory Board with results reporting, including HPS project entry into the Results Reporting Online and the annual community plan; • Collect, analyze and interpret local HIFIS data to update the annual HIFIS Data infographic report. • Serves as the lead of the HIFIS software projects plans, evaluations and coordinates the collection of reports from participating agencies; • Develops, collects and analyses program data and ensures retention of key historical data; • Promote HIFIS with potential service providers through consultations and information sessions; support HIFIS implementation with new service providers • Attend annual HIFIS Community Coordinator conferences; quarterly HIFIS CC conference calls; and monthly NDHHP /HPS table meetings.; 	<p>100%</p>
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<ul style="list-style-type: none"> • Assist in the development and presentation of the Annual Implementation Report for the 10-Year Housing and Homelessness Plan; • Assist in the creation of a work plan to review implementation and achievements of the 10-Year Housing and Homelessness Plan; • Participate with community tables, project steering groups, makes presentations and written reports to stakeholders, (i.e. Nipissing District Homelessness & Housing Partnership); • Assist with the creation of outcome evaluation and reporting tools for the various Housing Services projects and plans; • Develop, analyze and prepare detailed reports from various housing services and DNSSAB sources. • Support the planning, developing and implementation of the housing and homeless plans and program updates in collaboration with community partners, service providers, stakeholders and DNSSAB staff; • Identify all local sources of data, participates in data workgroups locally and across the Province to enhance, evaluate and disseminate service delivery and planning information; • Support planning workgroups in disseminating results of local data collection, evaluation and planning activities; • Provide analysis and recommendations with regards to future program and service options related to the housing services portfolio; • Build capacity, awareness and understanding of homelessness research among community partners, services providers and stakeholders, and promote research and evaluation findings and recommendations in order to support evidence-informed decision making; • Remain current with research pertaining to all aspects of the homeless and housing services programs and disseminates research findings to program staff and appropriate community partners; • Coordinate the collection and storage of data with the DNSSAB's Research Analyst and Data Analysis Coordinator (Children's Services); collaborate on statistical studies /projects with the DNSSAB Research Analyst as/when required. • Related duties, as assigned 	
<p>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.</p>	

QUALIFICATIONS

- Minimum Successful completion of a three (3) year College diploma in Urban Planning, Business Administration, with focus on social housing, research, data collection and analysis and/or analytical research focus;
- Up to One year experience in the role of social 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;
- Knowledge of HIFIS, Co-ordinated Access platforms and By-Name lists as an asset;
- 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 purposes;
- A valid Ontario Driver's License and a vehicle available for use on the job.

COMPENSABLE FACTORS

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.]

Undergraduate level (College) - Three years or equivalent.

EXPERIENCE

[Should be considered when the degrees of knowledge are established. It serves as a scale of measurement for the amount of practical experience that an average individual having the appropriate theoretical knowledge, specific education and specialized training, would require to be able to perform the job duties.]

Over one year, up to and including two years

JUDGEMENT

[Measures the choice of action required in applying methods, procedures, or policies to complete the tasks.]

The job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence of operation.

MENTAL EFFORT

[Measures the period of time wherein mental, visual and/or aural attentiveness is required on the job. Both the frequency and duration of the effort are to be considered.]

Almost continuous periods of intermediate duration; frequent periods of long duration.

PHYSICAL ACTIVITY

[Measures the physical activity by the type and duration required to perform the duties.]

Medium activity of intermediate duration

DEXTERITY

[Measures the level of dexterity required by a job. The levels of manual dexterity are determined by considering the elements of speed and/or accurate hand/eye (or hand/foot) coordination. Movements can be either fine or coarse.]

Employee is required to perform tasks that demand the accurate co-ordination of coarse movements, where speed is a major consideration. There is a requirement for some fine movements.

ACCOUNTABILITY

[Measures the effect of actions on others and covers the relationship between the nature of the work, the loss of time and resources and the effect of the work.]

Actions could result in a serious loss of time or resources, or cause significant embarrassment within the organization and have limited impact on its public image.

SAFETY OF OTHERS

[Measures the degree of care required to prevent injury or harm to others.]

Little degree of care required to prevent injury or harm to others.

SUPERVISION

[Measures the extent to which an employee is required to supervise the work of others such as students, employees (full-time, part-time, casual, etc.) of the employer, employees of other organizations.]

Supervisory responsibility is not normally part of the job requirement, but there may be a requirement to show others how to perform tasks or duties.

CONTACTS

[Measures the contacts necessary in communicating with others, be they fellow workers or members of the public. These communications may be in writing, or oral, including sign language, and carrying varying degrees of responsibility for the handling of contacts tactfully and harmoniously.]

Tact and discretion required to deal with or settle requests, complaints or clarification of information.

WORKING CONDITIONS

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

Minor conditions with occasional exposure; major conditions with little exposure.