District of Nipissing Social Services Administration Board

Conseil d'administration des services sociaux du district de Nipissing

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.:	**D2025-05**	**SALARY:**	**$60,068.03 to $71,846.94**
POSITION:	**Housing Programs Administrator**	**LOCATION:**	**North Bay, Ontario**
DURATION:	**Permanent Full-Time (Hybrid)**		

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 Programs Administrator to add to our exceptional Housing Services team.

The position is responsible for the eligibility assessment, development, implementation, administration, compliance, monitoring, reporting and direct delivery of various housing programs including Social Housing, Affordable Housing, Homelessness programs and all new housing initiatives required under the DNSSAB housing mandate. This includes but is not limited to the following programs: Social Housing; Affordable Housing; Rental Housing; Homeownership; Ontario Renovates; Housing Allowances; Rent Supplements; Portable Housing Benefits Emergency Shelter Services. The position is also responsible for the direct delivery of the Centralized Waiting List (CWL) for subsidized and market housing, which includes but is not limited to eligibility assessment, subsidy and placement determination, document management, database maintenance, and preparing statistical data and reports. This position ensures that the programs meet or exceed delivery standards and maintain a high level of customer service standards within the Board's service management area.

Qualifications:

- Post-Secondary Diploma or degree in Business Administration, Accounting or Finance including recognized management training in Housing and/or Property Management;
- Two (2) years' experience in housing or homelessness program administration, property management, housing or tenant advocacy or, housing and homeless program planning and development, community program planning and development;
- Ability to analyze budget and financial statements, budget administration principles and practices;
- Ability to analyze complex situations and make sound recommendations;
- Ability to monitor and enforce compliance with legislation, regulations and/or policies;
- Good knowledge of the Housing Services Act, 2011 and Regulations, and the Residential Tenancies Act, 2006 ;
- Excellent interpersonal, communication, presentation negotiation skills, conflict resolution skills;
- Ability to produce spread sheets, correspondence, reports and presentations using applications including Word, Excel, Power Point, Outlook;
- Ability to work outside of regular working hours (some evening and weekend work is required from time to time) to be compensated in accordance with the collective agreement;
- Knowledge of Ontario Building Code, local building codes, Fire Code and Occupier Act;
- 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.

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 **4:30P, Tuesday, January 21st, 2025**. **Please follow this link** https://bit.ly/4gLDHcJ **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!

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

www.dnssab.ca

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.