



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.

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| BULLETIN NO.: | H2025-06 | SALARY: | Rent Free 2-bedrom Apartment |
| POSITION: | Live-In Building Attendant | HOURS: | 8:00am to 4:30pm / 10:00pm-10:30pm (night lock-up) |
| DURATION: | Permanent | | |
| LOCATION: | Golden Age Towers, North Bay, ON | | |

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, the Nipissing District Housing Corporation (NDHC) is seeking a live in Building Attendant for our Golden Age building in North Bay. The successful candidate will receive rent free accommodations as a taxable benefit, which will be valued in accordance with Income Tax regulations. The Building Attendant will also receive \$40 per month to cover telephone or mobile phone expenses.

Duties and Responsibilities:

- Reporting maintenance problems to direct supervisor or designate and emergency maintenance problems to supervisor on call
- Reporting on vandalism to supervisor on call
- Assisting on lock-outs
- Monitoring fire alarm systems and assisting in cases of fire alarms
- Reporting disturbances to supervisor on call and/or police
- Walking all stairwells and floors to ensure building is safe and secure every:
 - Weekday evening,
 - Morning and evening on weekends and on designated morning and evening on designated holidays when regular permanent full-time employees are not scheduled to work as listed in Article 20.01 of the Collective Agreement.
 - Inspect and test exit and entrance doors to the building every weekday evening and every morning and evening on weekends and holidays to ensure fire code compliance
- Address all immediate safety hazards at exits and entrances
- Inspect garbage rooms and ensure carousels or compactors are not overloaded. If overloaded, garbage is to be taken out
- Provide supervisor or designate with a biweekly list of documented times the duties listed above were completed and list any emergencies encountered
- Maintaining general security, ensuring doors are properly secured
- Other duties in emergency situations only. The Building Attendant will be compensated at the Building Custodian rate when performing emergency duties.

Building Attendant Employees Enjoy:

- 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. Physical Demands Test is required.

Applications for the above position will be accepted by providing your resume and cover letter, up to **4:30pm, Monday, March 10th, 2025**, by email at jobs@dnssab.ca to apply now! 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.