
Job Title: Manager, Housing Programs
Employment Status: Permanent Full-Time
Reference Code: 1242
Closing Date: May 14, 2021
Location: Midhurst, Ontario



Position Summary

As part of the broader Social and Community Services Division and under the direction of the Director of Social Housing, this position will manage and co-ordinate the delivery of a diverse range of social and affordable housing programs and agreements with Housing Providers, private sector landlords, and other stakeholders in order to ensure the effective delivery of the County's housing programs and compliance with relevant legislation. Responsibilities also include the development of program policies and programs in accordance with the Housing Services Act, Provincial/County Housing programs, and the County's Affordable Housing and Homelessness Prevention Strategy.

Position Requirements

1. Degree in Social Sciences, Urban Studies, Public Administration or a related discipline pertinent to job functions.
2. A minimum seven (7) years' experience in the municipal / provincial / public sector in progressively responsible positions in the areas of social services administration/ community development, and project management in human services or other related areas, including two (2) years in a managerial or supervisory role.
3. Experience in leading and implementing change and demonstrated competencies in community development in collaborative multidisciplinary arena.
4. Knowledge of, and demonstrated ability in the following competencies including but not limited to: customer service, excellent verbal and strong written communication skills, team work, initiative/ self-management, accountability, and flexibility and adaptability.
5. Experience in the supervision of staff and the administration of employment policies and collective agreements.
6. Experience and demonstrated competency in systems planning, capacity building, as well as developing and assessing measurable outcomes.
7. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking.
8. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
9. Current and detailed understanding of the policy environment and government operations.
10. Knowledge of management theory, organizational behaviour, and program effectiveness.
11. Sound knowledge of Social Housing programs, relevant legislation such as Housing Services Act, Residential Tenancies Act, contractual obligations, building codes and municipal by-laws that govern the management and administration of residential housing and applicable policies.
12. Knowledge of property management practices and processes associated with the management and administration of socially assisted housing.
13. Knowledge of housing market conditions, particularly as they may impact on the provision of social housing (e.g. rent supplement program).
14. Excellent written and verbal communication skills, facilitation skills, and presentation skills. Highly developed interpersonal skills with ability to interact effectively at all organizational levels.
15. Demonstrated ability to effectively manage teams in a results oriented environment.
16. Computer proficiency in Word, Excel, Internet, and Database applications.
17. Proven ability to contribute meaningfully to the strategic and business planning processes and direction of the organization.
18. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

19. Valid Class “G” Driver’s License and access to a reliable vehicle.
20. Criminal reference check with vulnerable sector clearance.
21. Bilingualism in English and French is considered an asset

Compensation

\$101,935.00 - \$122,324.00 per annum

To Apply

View the job description and submit your application online at www.simcoe.ca/jobs

The County of Simcoe thanks all applicants for their interest in this opportunity, but please note that only those candidates selected for an interview will be contacted. No telephone calls please.

Personal information provided is collected under the authority of the Municipal Act (2001) and will be used to determine eligibility for employment. The Corporation of the County of Simcoe is an Equal Opportunity Employer, and will provide employment accommodation upon request.