



## THE REGIONAL MUNICIPALITY OF DURHAM

### Social Services Department

### Housing Program Specialist (Regular Full-Time)

Job ID: 23623  
Job Number: 761  
CUPE Local 1764

Open: May 13, 2026    Close: May 22, 2026

#### Diversity, Equity and Inclusion Statement

The Region of Durham is committed to advancing equity, diversity and inclusion within our organization and the communities we serve. We welcome and encourage applications from people who are Indigenous, racialized persons, women, persons with disabilities, members of LGBTQ2S+ communities, and others who may contribute to the further diversification of our workforce, including those who experience systemic barriers.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code, accommodation will be provided throughout the recruitment process upon request, based on any Code-protected ground.

#### Number of Available positions:

Vacancies: 2  
1 Regular Full-Time and 1 Temporary Full-Time

#### Housing Program Specialist

This position will provide strategic guidance and direction to internal and external partners across a defined program or portfolio to build sector capacity and ensure effective program delivery. The role ensures the compliant administration and evaluation of assigned housing programs in accordance with provincial and federal legislation, Regional directives, and service agreements, while leading program development, operational reviews, training, committee coordination, and partnership development. This position also serves as a subject-matter expert, managing complex and escalated issues, supporting compliance and accountability, and liaising with housing providers, tenants, community partners, and elected officials as required.

The incumbent will:

- Support the implementation of the goals and actions set out in At Home in Durham, the Durham Housing Plan 2025-2035
- Develop program requirements, guidelines, reporting tools, performance measures, surveys and other evaluation criteria for new and existing housing programs
- Review program data, internal policies and procedures, applicable legislation, resident/client files and other program information to assess program compliance, and to identify operating efficiencies, best practices and areas for program delivery improvements
- Consult, advise and guide housing providers, community agencies, landlords and residents regarding the effective administration of housing programs
- Consult, advise on guide the planning and design of broad-based community interventions that promote tenant/member engagement, resident self-sufficiency, and community building
- Act as point of escalation to provide support, referrals, and other assistance to community housing residents, including Housing Durham tenants in order to help build stronger communities, stable tenancies, and promote external linkages for adults, seniors, and families
- Administer databases to monitor and assess program performance and local program trends
- Prepare information to inform annual Divisional budget submissions
- Represent the Region on a range of internal and external committees and stakeholder groups
- Monitor community, provincial and national trends related to housing and homelessness
- Prepare reports, minutes and other correspondence
- Create public documents related to program criteria and eligibility information
- Perform other duties as assigned



The successful applicant will possess:

- A University Degree in Social Science, Business Administration, or related discipline or an [equivalent combination of education and experience](#)
- Experience with monitoring and evaluating programs, ensuring compliance, data analysis, stakeholder management and assisting with proposals and budgets
- Comprehensive knowledge of regional, provincial and federal housing programs and related legislation, policies, directives, guidelines, and procedures
- Knowledge of theories and practices related to the preparation and evaluation of project proposals
- Investigative, analytical and problem solving skills
- The ability to address diverse needs and systemic barriers when resolving challenges.
- Creativity in developing equitable, accessible, and sustainable solutions.
- Proven interpersonal, communication, presentation, organization and project management skills
- Proficiency with computer systems and MS software
- Ability to travel to various sites within Durham Region on a regular basis

### **CUPE 1764 Salary Grade 9**

This position is with Salary Grade 9 and will be paid at the following hourly rates:

- Start: \$55.63 - Six Month: \$58.72 - Job: \$61.81

### **Conditions of Employment**

All applicants are expected to comply with the Region of Durham's Code of Ethics and Code of Conduct Policies throughout the recruitment process. Prior to the start date, the successful candidate will be required to provide a satisfactory Police Vulnerable Sector Check dated within two (2) months from date of hire. Proof of education, qualifications and any other job bona fide requirements will also be collected.

### **External Application Process**

Come find a home where exciting and rewarding careers are balanced with your lifestyle. We thank all applicants; however, only those being considered will be contacted. Please apply online at <https://bit.ly/3RkhWbU> no later than midnight (Eastern Standard Time) on the closing date indicated on the Job Posting.

The Region of Durham is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity and you require accommodation, or if this information is required in an accessible format, please contact us at: [RecruitingHelp@durham.ca](mailto:RecruitingHelp@durham.ca) and a Recruiter will provide appropriate assistance pursuant to the Region's Accommodation and Accessibility policies. Please note that resumes should not be sent to [RecruitingHelp@durham.ca](mailto:RecruitingHelp@durham.ca).

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The Region of Durham may utilize artificial intelligence to assist in the preliminary assessment of applicant qualifications and submitted materials. These tools are used for the purpose of supporting and enhancing an evaluation by a human decision-maker and any information provided by AI to a human decision-maker is not determinative. Final decisions are made solely by authorized human decision-makers.