



## Community Relations Worker Community Development

Housing Programs

Full-time contract ending December 30, 2022

35 hrs/wk

### **Responsibilities:**

The Community Relations Worker is responsible for facilitating and promoting opportunities for partnerships with municipalities, organizations, local community groups and the private sector that support the objectives of the District of Parry Sound Housing and Homelessness Plan and the needs of vulnerable persons.

### **Qualifications:**

- Successful completion of a post-secondary diploma in a Social Services and/or Human Services field or an equivalent combination of education, training and program related experience.
- Three (3) years' related work experience.
- Good knowledge of resources available in the community and online, which are relevant to the Housing field.
- Thorough knowledge of relevant legislation and associated regulations including the Housing Services Act, Residential Tenancies Act, the Freedom of Information and Protection of Privacy Act and PIPEDA.
- An understanding of the northern economic culture & political environment and Housing and Homelessness issues in small urban and rural areas.
- Strong listening, interpersonal, problem solving, written and verbal communication skills.
- Ability to perform all duties in a professional manner.
- Excellent written and oral communication skills.
- Comfortable working with numbers.
- Exceptional research and organizational skills.
- Demonstrated ability to work independently and produce measureable results while meeting time-sensitive deadlines.
- Excellent computer skills in a windows environment including presentation development (i.e. Power Point).
- Ability to travel across the District as required.

**Rate of Pay \$25.08/hour, plus 4% vacation pay**

**Please submit cover letter & resume (in one document)**

**referencing Job ID 21U-65 by December 5, 2021.**

**Attn: Danielle Villeneuve, CHRP**

**Manager of Human Resources**

1 Beechwood Drive

Parry Sound, ON P2A 1J2

Fax (705)751-5370 Email: [jobs@psdssab.org](mailto:jobs@psdssab.org)

We thank all applicants for their interest in this position, however only those receiving an interview will be contacted.

Upon request by the applicant, accommodation will be provided in all parts of the hiring process.

*Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.*

The DSSAB actively seeks candidates from Indigenous peoples, racialized and LGBTQ2S+ communities, women, and people with disabilities. We encourage people from all backgrounds to apply to our postings.