

Housing Programs Support Worker

Location: Parry Sound

Housing Programs

Full-time Contract, 35 hrs./wk. (Mon-Fri), ending December 27, 2024

Employment with the District of Parry Sound Social Services Administration Board offers an opportunity to make a positive contribution to our communities. Providing caring human services, we are a forward-thinking organization focused on continuous improvement, employee growth and development, and providing exceptional service.

We are seeking a **Housing Programs Support Worker** to provide clerical support activity for annual tenant income reviews and rent adjustments, as required. This position will include a combination of job functions such as maintenance of the centralized wait list and preparing vendor sheets for payment of housing invoices.

Qualifications

- Secondary School Graduation Diploma.
- Three (3) years related experience in a Social Services environment.
- Strong communication, interpersonal, organizational, and problem-solving skills.
- Demonstrated ability to work independently and produce measurable results while meeting time-sensitive deadlines.
- Ability to work well as part of a team.
- Knowledge of DSSAB and Housing Department policies and procedures, including relevant legislation, which are relevant to the Housing field.
- Aptitude for figures and detail-oriented tasks.
- Skillful knowledge of computer operations, including Word and Excel.
- Ability to travel throughout the District as required.

**Rate of Pay: \$23.95/ hour (as per Collective Agreement), plus 4% vacation pay
OMERS Pension Plan Enrollment Options**

Paid Time off, Employee Assistance Program and Professional Development Opportunities

Please submit a cover letter & resume referencing job ID 24U-27 by May 24, 2024

Attn: Danielle Villeneuve, CHRP - Director of Human Resources

1 Beechwood Drive, Parry Sound, ON P2A 1J2

Fax: (705) 751-5370, Email: jobs@psdssab.org

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

The DSSAB welcomes and encourages candidates from First Nations, Métis and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. The DSSAB is committed to providing accommodation for people with disabilities. Upon request by the applicant, accommodation will be provided in all parts of the hiring process. As a designated employer under the French Language Services Act, we are committed to providing clients with access to our programs and services in French. Bilingualism is considered an asset for all positions.