



**THE DISTRICT OF THUNDER BAY  
SOCIAL SERVICES ADMINISTRATION BOARD**

**HOUSING PROGRAMS OFFICER**  
HOUSING OPERATIONS DIVISION

**ONE (1) TEMPORARY FULL-TIME POSITION**

POSTING NUMBER:	84-2024	STATUS:	INTERNAL/EXTERNAL
POSTING DATE:	DECEMBER 13, 2024	CLOSING DATE:	DECEMBER 27, 2024
AFFILIATION:	NON-UNION	HOURS PER WEEK:	35
SALARY GROUP:	8	ANNUAL SALARY:	\$69,152.74 – \$81,356.16

**POSITION SUMMARY:**

Under the supervision of the Manager of Housing and Homelessness Programs, the Housing Programs Officer assists to oversee the administration of public and non-profit housing within the region to ensure that housing providers are meeting their obligations in compliance with Ministry Legislation, Policies, Standards, Public Housing Management Agreement, and various Affordable Housing Program Operating Agreements.

**MAJOR RESPONSIBILITIES:**

1. Conducts monitoring processes, operational reviews, and the implementation of intervention actions as required
2. Provides advice and guidance to Housing Provider Boards/Management and Board Officials on Legislation/Policy Interpretation, and on effective business and property management methods, practices, and systems
3. Negotiates and resolves business/property management issues, provides briefings and recommendations to senior management
4. Ensures effective and consistent administration of policies relating to the assisted rental programs and provides input for changes to policies and procedures
5. Participates in the preparation of budgets, reviews/negotiates/revises where required and recommends the submissions for approval/recommends/negotiates reallocation of funds to meet unforeseen expenditures.
6. Co-ordinates the effective and efficient administration training and compliance within the Service Manager's boundaries in the area of financial testing
7. Participates in the various rent supplement programs from the initial application by the Landlord through the various approval processes
8. Conducts compliance reviews and recommends viable solutions and implementation strategy
9. Participates in the staff training and development process for community agencies
10. Prepares reports and analysis as required

11. Performs such other duties as may be assigned

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**QUALIFICATIONS:**

**Education/Experience:**

- Bachelor of Business Administration Degree or diploma in property management
- Minimum five years' related property management experience
- Equivalent combination of education and experience

**Skills/Abilities:**

- Sound knowledge of property management and (preventative) maintenance functions and a working knowledge of the budgetary process
- Detailed knowledge of the relevant Acts, Codes and procedures
- Ability to effectively involve, co-ordinate, and integrate a range of community agencies, client groups, and government representatives in carrying out affordable housing planning and consultation processes is essential
- Must have demonstrated ability to manage time effectively and work independently
- Must have excellent written and oral communication skills
- Proficiency in the use of a personal computer and knowledge of both windows and web-based operating systems, as well as, word processing, spreadsheet and database applications
- Must be competent within the meaning of the Ontario Health and Safety Act R.S.O. 1990 Chapter 0.1 as amended and be capable of issuing clearly understandable written and oral instructions

**CONDITION OF EMPLOYMENT:**

- Must undergo a successful police records check, Type 2

## HOW TO APPLY:

Applications must include a completed TBDSSAB application form, cover letter and resume. Please be sure to reference the position title and the competition number. Applications may be emailed, faxed or delivered to the TBDSSAB location by 4:30 pm on the closing date to the attention of:

Human Resources  
The District of Thunder Bay Social Services Administration Board  
231 May Street South  
Thunder Bay, ON P7E 1B5  
Email: [careers@tbdssab.ca](mailto:careers@tbdssab.ca) | Fax: (807) 345-2466

Applicants currently employed by the TBDSSAB must complete the [Internal Application Form](#). All other applicants must complete the [TBDSSAB External Application Form](#).

Application forms are available on our website or are available for pickup at the TBDSSAB location. For more information on employment opportunities at TBDSSAB, please visit our [website](https://www.tbdssab.ca/about/careers/):  
<https://www.tbdssab.ca/about/careers/>

## ADDITIONAL INFORMATION:

- Applications received for this position will not be acknowledged unless you are being notified of an interview.
- As an equal opportunity employer, the TBDSSAB encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.
- Reasonable accommodations are available upon request for all parts of the recruitment process.



**Baakaakonaanan  
Ishkwaandemonan**  
Opening Doors for You