



PLACEMENT CLERK
INTEGRATED SOCIAL SERVICES DIVISION
ONE (1) PERMANENT FULL-TIME POSITION

POSTING NUMBER:	2-2025	STATUS:	INTERNAL/EXTERNAL
POSTING DATE:	JANUARY 10, 2025	CLOSING DATE:	JANUARY 17, 2025
AFFILIATION:	UNION	HOURS PER WEEK:	35
SALARY GROUP:	5	HOURLY RATE:	\$23.53 - \$28.75

POSITION SUMMARY:

Under the general supervision of the Supervisor, Maintenance, the Placement Clerk ensures applicants are placed or transferred into housing units in accordance with applicable legislation and policy.

MAJOR RESPONSIBILITIES:

1. Determines available vacancies in the housing portfolio and matches external and transfer applicants to appropriate units from waiting lists and registries according to TBDSSAB policies and procedures.
2. Contacts selected applicants and offers units.
3. Maintains records and documents placements and offers using approved TBDSSAB procedures.
4. Ensures applications are forwarded to Rent Supplement Landlords and that selection is determined in a timely manner.
5. Maintains and utilizes an Internal Transfer Waiting List and Special Needs Waiting List in accordance with TBDSSAB policies and procedures, maintains list for market rent units.
6. Performs general clerical duties and generates reports and placement or offer statistics as required.
7. Performs other related duties as assigned.

QUALIFICATIONS:

Education/Experience

- A minimum of a high school diploma.
- One to three years' experience in a social service or customer service-oriented environment.

Skills/Abilities

- Must be at a basic level in keyboarding, word processing and spreadsheet software.
- Must have demonstrated organizational and problem-solving skills.
- General understanding of associated legislation.
- Superior organizational, communication and interpersonal skills are necessary for interacting with a diverse clientele.

CONDITIONS OF EMPLOYMENT:

- Must undergo a successful police records check, Type 2.
- Must have valid driver's license.
- Use of a vehicle may be required.

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, Ontario, P7E 1B5
Email: careers@tbdssab.ca | Fax: (807) 345-2466

Applicants currently employed by the TBDSSAB must complete the [Internal 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](#).

ADDITIONAL INFORMATION:

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



**Baakaakonaanan
Ishkwaandemonan**

Opening Doors for You