



## Social Housing Manager

### JOB POSTING # 2018-021

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**JOB TITLE:** Social Housing Manager

#### JOB SUMMARY

As a member of the NVCSS Management team, the Social Housing Manager is responsible for overseeing social housing programs at NVCSS (specifically Assisted and Supported Living for seniors and Family Housing). They will take an active role in overseeing future housing developments. They provide oversight to the social housing facilities, supervise staff and manage budgets. Work with tenants who have a range of strengths and barriers. Deliver a full range of property management services, and liaise with funders, contractors, community services and staff, within relevant tenancy guidelines. Coordinate or oversee tenant occupancy, marketing, rent collection and moves, repairs and maintenance. Provide leadership within the community on behalf of the Agency regarding social housing initiatives.

#### KEY DUTIES & RESPONSIBILITIES

- Deliver a full range of property management services, and liaise with funders, contractors, community services and staff, within relevant tenancy guidelines
- Coordinate or oversee tenant occupancy, marketing, rent collection and moves, repairs and maintenance
- Promotes the agency to community, service providers and stakeholder and participates in public events and sits on a variety of committees
- Provide leadership within the community on behalf of the Agency regarding social housing initiatives
- Supervises frontline staff which includes, coaching, monitoring services, supporting staff through consultations, and ensuring core duties are being performed
- All employees will be aware of and able to carry out assigned duties as outlines in their job description and job analysis.
- Recruit, train, motivate and develop professional and knowledgeable staff
- Work closely with the senior management and human resources regarding disciplinary and other sensitive employee issues

#### QUALIFICATIONS/EXPERIENCE

- Bachelor degree in a human/social service field or the equivalent in education and experience
- At least 2 years' previous direct program delivery experience in social housing sector
- At least 2 years' previous supervisory/program management experience is required, preferably within the social services sector. Supervisory and project management experience; Knowledge of logical frameworks or other project design concepts; previous project design experience strongly preferred;
- Knowledge of legislation, regulations and/or by-laws applicable to multi-unit property management (i.e., Residential Tenancy Act, Work Safe BC, etc.)
- Excellent oral, written, facilitation and interpersonal communication skills

- Demonstrated teamwork, leadership, supervisory skills and a strong commitment to principles of collaboration
- Ability to work effectively with program staff, funders, and other agencies and organizations
- Exceptional time management skills
- Ability to be flexible in the phase of changing priorities and maintain a sense of humor

**SALARY** Competitive salary and benefits available

**DEPARTMENT LOCATION:** Vanderhoof

**HOURS OF WORK** Excluded position Full-Time Monday – Friday, 35 hours per week

**POSTING DATE** July 16, 2018

**CLOSING DATE** August 24, 2018

**START DATE** As soon as possible

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

Please send a cover letter of interest and current resume outlining your skills and qualifications for the position and include the job posting number:

**Via email:** [tarnold@nvcss.ca](mailto:tarnold@nvcss.ca)

**Fax** 250-567-3939

**Mail:**

Tyrell Arnold, Executive Director  
Nechako Valley Community Services Society  
Box 1249, Vanderhoof, BC VOJ 3A0

Nechako Valley Community Services Society  
is an equal opportunity employer committed to hiring a diverse workforce

**We thank all our applicants, however, only those invited to an interview will be contacted.**