



WoodGreen Community Services *Job Posting*

Our Vision:

A Toronto where everyone has the opportunity to thrive

Manager, Housing & Community Development

Employment Type:	Full-Time, Non-Bargaining Unit
Work Hours:	35 hours per week – After Hours On-Call responsibilities on a rotational basis (approximately 1 week per month).
Application Deadline:	Sunday, February 25, 2018 by 5:00 pm

Who We Are

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 80th year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit www.woodgreen.org to learn more about who we are and what we do.

Program Overview – Homelessness & Housing Help Services

The Housing and Community Support Unit's primary goal is to help homeless people and those living on low income find and keep appropriate housing and prevent evictions whenever possible. The philosophy of this work is in keeping with WoodGreen's commitment to community development, anti-discrimination and harm reduction.

What You Will Do

- Manage the day-to-day property management operations at various WoodGreen Housing sites.
- Operate the housing portfolio programs including ensuring legislative compliance, program marketing, and compliance with organizational policies.
- Innovating program models to enhance client experience and impacts through establishment of standard operational procedures and the implementation of an effective and consultative program planning and evaluation processes.
- Represent the unit to tenants, community stakeholders, service providers and funders.
- Provide leadership and support to a diverse staff team to motivate and engage them to achieve program goals and deliverables.
- Work in conjunction with other on-site staff to ensure that there is a comprehensive and integrated approach to identifying needs within the community and developing appropriate responses.

What You Bring to the Team

- Bachelor's degree in business, human services or property management fields
- Minimum of two (2) years' experience developing and managing housing in the non-profit sector
- Supervisory experience, preferably within a unionized setting
- Knowledge of property management and building systems
- Thorough understanding of issue of homelessness, poverty and discrimination and how these issues impact one's ability to maintain stable housing

What Will Set You Apart

- Familiarity with the Residential Tenancies Act, Rental Fairness Act, and Accessibility for Ontarian's Act, Human Rights Act, and other relevant legislation would be an asset.
- Track record of coaching, fostering, developing and inspiring effective and inclusive staff teams within high need/demand environments.
- Effective communication skills with the ability to prepare program reports and narratives.
- Strong financial management skills with budget oversight responsible for an operational program.
- Experience providing oversight to programs that integrate peer and volunteer opportunities into program service delivery.
- Experience working with diverse staff and communities.
- Strong conflict resolution, negotiation and crisis intervention/prevention skills.
- Excellent multitasking and time management skills with ability to set priorities and meet deadlines.

Why You'll Want to Work With Us

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary and excellent benefits packages for PSW, contract and full-time employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

To Apply

Submit your resume and cover letter, **quoting the position title in the subject line**, as follows:

WoodGreen employees ONLY to:	hrjobs@woodgreen.org
External applicants to:	careers@woodgreen.org

WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at hrjobs@woodgreen.org of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.