



August 4, 2022



Affordable Housing

Job Posting #: 03-2022_AH (REPOST)

EXTERNAL AND INTERNAL JOB POSTING
Nelson CARES Society – Affordable Housing Program
Position: Property Manager

Location: Nelson BC

Classification: Permanent Full-Time (35 Hours)

This is a benefitted position after successful completion of the probation period.

Nelson CARES Society (NCARES) is a not-for-profit organization that provides programs and services in the areas of housing, employment, legal information, and support services. The Affordable Housing Program provides safe, comfortable, and affordable housing to seniors, families, and single adults.

Job Summary: The Property Manager will oversee the day-to-day operations of the assigned affordable housing properties. Working under limited supervision, and following the Residential Tenancy Act, the Property Manager oversees and coordinates all aspects of tenancing and tenant relations.

Duties and Responsibilities:

- Responsible for the tenancing process for multiple Nelson CARES rental properties. Ensures that the buildings are fully tenanted and turnovers are completed in a timely manner and managed according to the Residential Tenancy Act.
- Monitors and administers the terms and conditions of the tenancy agreements and rules and regulations. Communicates with tenants regarding rules, regulations, or adjustments to the tenancy.
- Ensures all payments of rents and security deposits.
- Responsible for annual unit inspections; rent reviews and reporting to BC Housing where required.
- Performs quality control inspections of units, buildings, and grounds to ensure adherence to contract specifications and Society standards. This includes move-in, move-out, annual, and as-needed unit inspections and regular property walkabouts.
- Ensures regular janitorial services are completed at the properties which includes contract management for third party service providers.
- Uses the ARCORI property management software for all tenant record keeping.
- Issues work orders for all site maintenance and turnovers to ensure all preventative maintenance and repair items are completed in a timely manner.
- Under the direction of the Executive Director and Finance Manager, contributes to the development and monitors the annual budgets.
- In consultation with the Executive Director, develops, implements, and evaluates goals, objectives, budgets, policies, and procedures. Ensures that the required standards are maintained and consistent with Nelson CARES Society strategic plan and funding contract expectations and standards.
- Submits quarterly management reports.
- Assists in updating policies and procedures.
- Liaises with BC Housing and other agencies regarding tenant related matters.

- Ensures that the required health, safety, and affordable housing standards are practiced in accordance with regulatory standards and agency mission, values, and policies.
- Provides ongoing supervision and evaluation of staff that report to within the worksites.
- Carries the emergency cell phone in rotation, receives, and handles after hours calls.

Education, Training, Experience:

- Post-secondary education in the human service-related field or the equivalent experience and education.
- Minimum of three years' property management experience required. Demonstrated working knowledge of facilities management will be an asset.
- Experience working with people living in poverty and who may have a disability.
- Possesses strong computer skills, experience with basic bookkeeping principles.

Specific Qualifications:

- Valid BC Driver's License
- Reliable personal vehicle available for work
- Satisfactory Criminal Record Check
- WHMIS 2015 Certificate
- First Aid Certification
- Non-Violent Crisis Intervention training or an equivalent de-escalation training certificate

Job Skills and Abilities:

- Strong oral, written, and interpersonal communication skills.
- Demonstrated leadership and program management skills.
- Thorough knowledge of poverty and housing issues.
- Working knowledge of Residential Tenancy Act and other relevant regulatory legislation.
- Proven human resource management skills.
- Demonstrated ability to work under pressure; to work independently with minimal direction and as part of a team; to take initiative, to organize, prioritize and meet deadlines.

Start Date: As soon as possible
Hours & Days of Work: 7 hours/day, 5 days/week (some evening hours may be required)
Compensation: \$33.75/hour to start (JES Grid Level 16, Step 1)
Application Deadline: August 18, 2022

Please e-mail a cover letter and current resume with e-mail addresses of three references to:

Human Resources Coordinator

Email: recruitment@nelsoncares.ca

(Please quote position and job posting number on subject line)

Nelson CARES Society is an equal opportunity employer. All internal candidates will be contacted as to the status of their applications. All external applicants will only be contacted if short-listed for an interview.

Nelson CARES Society acknowledges our respect for, and deep gratitude to, all the ancestors and keepers of the land on whose traditional territories we are honoured to live and work.