



Affordable Housing

April 29, 2024

Job Posting #: 03-2024-AH

EXTERNAL AND INTERNAL JOB POSTING

Nelson CARES Society – Affordable Housing Program

Position: Supportive Housing Manager, North Shore Inn

Classification: Temporary Full Time (40 hours/week)

Contract until March 31, 2025 with possible extension contingent on funding

Location: Nelson, BC

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. Working under limited supervision, and following the Residential Tenancy Act, the North Shore Inn Supportive Housing Manager oversees and coordinates all aspects of tenant relations in collaboration with the Property Manager.

Supportive Housing Manager Duties and Responsibilities:

- Ensures buildings are fully tenanted and turnovers are completed in a timely manner
- Communicates with tenants regarding rules, regulations, and agreements
- Performs quality control inspections of units, buildings, and grounds and ensures required standards are maintained
- Contributes to the development and maintenance of the annual budgets; oversees recordkeeping and ensures records are well maintained
- Liaises with BC Housing and other agencies
- Supervises and evaluates staff; ensures all staff are trained and able to take responsibility to meet health and safety requirements
- Completes work orders in ARCORI to facilitate scheduling of maintenance personnel
- Develops, implements, and evaluates goals, objectives, budgets, and policies/procedures

Qualifications:

Education, Training, Experience:

- Post-secondary degree or diploma in the human service-related field or the equivalent experience and education.
- Minimum three years' program management experience including program planning, development, and implementation.
- Experience working with people living in poverty and who may have a disability.
- Strong computer skills, experience with basic bookkeeping principles, and comfort with technology.
- Experience and in-depth knowledge of tenancy and the Residential Tenancy Act.

Specific Qualifications:

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

Compensation:	\$40.10/hour (JES Grid Level 16)
Start Date:	As soon as possible
Application Deadline:	Open until filled

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 indicate position and job posting number on the 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.