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AVAILABLE POSITION HOUSING LOCATOR

Full-Time Contract: 35 hours per week

Contract from: May 29 2019 to March 31st 2020, with the possibility of extension

Remuneration: 40 800 \$ yearly, and reimbursement of kilometres travelled (\$0.58/km) when using their own vehicle, reimbursement when using their own cellphone (\$35/month)

Position Summary

Identify appropriate private rental housing opportunities for low and moderate-income individuals and families in Ottawa. Develop a network of contacts consisting of landlords and property managers, and update communication tools to incite them to participate in the program. Maintain good relationships with these landlords. Offer support to organisations that provide housing help services and/or housing loss prevention services. Offer support to caseworkers with clients undertaking housing searches, by helping clients identify available advertisements corresponding to their criteria and by putting them in contact with the established network of landlords.

Responsibilities

1. Identify affordable housing opportunities in the private rental housing market:

- Identify and sort opportunities available on the different websites that categorize housing opportunities.
- Uncover housing opportunities that are not presently advertised on the internet.

2. Improve the pool of available private market housing rental opportunities for low and moderate-income individuals and families:

- Update communication tools in both official languages to highlight the benefits and advantages of renting to low and moderate-income individuals and families for landlords.
- Develop and maintain relationships with landlords and property managers of rental housing, and participate in networking events taking place in their groups, associations and networks.
- Provide general information to landlords and property managers of rental housing regarding the available tools and services for tenants experiencing housing issues. Be able to answer questions frequently asked by landlords concerning lease agreements and rental housing requirements, supported by Action Housing's client services.

3. Identify affordable rental housing opportunities:

- Assist in updating a database cataloguing available rental housing opportunities, with the location, price, accessibility and proximity to community services and transport listed.
- Provide support to the staff of community organisations offering housing help services.
- Collaborate with the Housing Locator staff for moderate to high-intensity individuals, and with staff from partner agencies.

4. Occasional Tasks:

- Attend staff meetings.
- Attend the Annual General Meeting.
- Train and/or supervise summer students, if required.
- Attend professional development activities.
- Cover Reception when Receptionist is absent and the Intake Worker is unavailable.
- When required, accomplish tasks to ensure proper functioning of the reception and intake systems.

Qualifications

- Post-secondary diploma in a relevant field.
- One year of experience in the development and maintenance of community relations.
- Experience in sales, customer service and public relations.
- Knowledge of the private rental housing market in Ottawa.
- Knowledge of the rights and responsibilities of both landlords and tenants in Ontario.
- Strong skill for oral presentations and interpersonal communication.
- Familiarity with the housing-related issues and obstacles of moderate and low-income individuals and families.
- Familiarity with Microsoft Office, search engines and internet.
- Ability to work independently.
- Valid driver's license and exceptional driver's record.
- Access to a reliable and well-maintained vehicle in order to travel within the limits of the City of Ottawa.
- Access to a cellphone with voicemail and to a GPS, which will serve as tools to accomplish work outside of the main office.
- Police records check (vulnerable sector)
- Bilingual (French/English – Speaking / Writing / Reading).

Please send your resume by 4:30pm Friday, May 3, 2019.

By email: emilie@action-logement.ca