



## Housing & Engagement Officer

Gloucester Housing Corporation is a growing non-profit business offering affordable and market rent community housing, located in the east of Ottawa.

Reporting to the Housing Manager, the Housing & Engagement Officer will work as part of a team to deliver services. They will promote engagement with tenants with the goal of building skills, strengths, and community capacity. The post holder will also work with tenants in danger of losing their housing to prevent eviction where possible.

We are looking for an individual who is confident and knowledgeable about social housing, and who has the experience and skills necessary to engage tenants in their community. A qualification gained in social housing or community engagement is strongly preferred, as is an undergraduate degree.

Excellent written, presentation, and verbal communication skills in English are essential, with either Arabic and/or French language skills strongly preferred. A third language would be a definite asset. The post holder will need to be comfortable dealing with tenancy issues, including anti-social behaviour.

### Job Requirements:

- Knowledge of tenant empowerment models, principles and approaches.
- Experience and skills working with populations with complex needs.
- Understanding and knowledge of relevant legislation (including Residential Tenancies Act, Housing Services Act).
- Ability to undertake analysis and recommend solutions.
- Ability to work on own initiative and produce results.
- Effective facilitation, communication, and presentation skills.
- Ability to build and participate in effective teams and take instruction from a supervisor
- Knowledge and experience of using software including Microsoft Office and property management programs.
- Some evening work required.
- Position subject to criminal records check.

A competitive salary and benefits package is available to the successful candidate. Salary dependent upon skills and experience.

Please submit a resume and cover letter to [info@gloucesterhousing.ca](mailto:info@gloucesterhousing.ca) by 5pm, Wednesday, October 29<sup>th</sup>, 2014. Job description is available upon request.