



104, 516 3<sup>rd</sup> St. S.E., Medicine Hat, AB T1A 0H3  
Telephone: 403-528-5176 Fax: 403-526-3163  
[www.mhchs.ca](http://www.mhchs.ca)

### **Employment Opportunity**

The Medicine Hat Community Housing Society is seeking to fill a Full Time relief position to work within our Administration Department.

### **Major Duties and Responsibilities**

Participates in the effective team delivery of community housing and rent subsidy programs provided for families, seniors and individuals experiencing hardship, and provides a positive environment for those the MHCHS serves. Duties include fostering positive tenant relations, rent collection, financial calculations, letters/notices, statistical recording/tracking, telephone and in person inquiries, etc.

### **Qualifications**

- ◆ Post-secondary education preferred. Office technology certificate or similar training and/or relevant experience
- ◆ MHCHS regularly works with people who are experiencing difficult life situations - candidates must be able to work with patience, compassion and professionalism
- ◆ Strong communication skills, both oral and written
- ◆ Fluent in English language – both spoken and written
- ◆ Exceptional interpersonal and customer service skills
- ◆ High degree of organizational skills, ability to multi-task, and to focus on detailed program administration in a very busy office environment. Ability to work under pressure
- Strong computer skills – primarily Microsoft Office (Word and Excel), custom database
- Experience working in Property Management is considered a strong asset
- Must be bondable

### **Suitability criteria**

- Sensitive to the dignity of all citizens, housed or homeless
- Knowledge of and experience working with vulnerable populations from a, strength based approach in a respectful, non-judgmental, client centered and solution focused manner
- Ability to remain objective, work independently with a minimum of supervision
- Second language an asset

<b>Position:</b>	<b>Administration Support</b>
<b>Regular Hours of work:</b>	<b>37.5 hours per week 8:00 am – 4:30 pm M-F</b>
<b>Starting Salary:</b>	<b>\$18.64 - \$19.75 per hour</b>
<b>Start date:</b>	<b>as soon as possible</b>

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If you possess the stated qualifications and want to be involved in this valuable and challenging program, please submit your resume with hand written cover letter before noon Friday February 16, 2018 to:

Allyson MacArthur, Administration Manager  
Email: [amacarthur@mhchs.ca](mailto:amacarthur@mhchs.ca)  
Visit our website at [www.mhchs.ca](http://www.mhchs.ca)