



Employment Opportunity Housing Programs Manager

The Medicine Hat Community Housing Society (MHCHS) is seeking an energetic, highly motivated professional to fill our Housing Programs Manager. The successful applicant will play an integral part in the MHCHS Management team, and will be responsible for the overall coordination and management of the activities and resources required for the effective team delivery of subsidized housing programs and services. The position focus includes promoting the mission, vision and values of the MHCHS, and ensuring successful achievement of the established goals and objectives for the department.

Primary duties include managing a staff of 8 employees; promoting a positive, professional environment and positive relationships with staff, tenants, landlords, applicants, and community organizations; ensuring the department meets performance targets; making recommendations and facilitating change/growth where appropriate; working in partnership with other MHCHS departments, community agencies, provincial government departments.

Required skills and abilities:

- The capacity for critical thinking,
- Proven strong leadership skills, ability to teach and coach others in a supportive and professional manner;
- Exceptional interpersonal and organizational skills; professional demeanor;
- Demonstrated understanding of effective business management principles and delivering effectively in an outcomes-based framework;
- Knowledge and experience working with vulnerable persons.
- Experience in the Not for Profit Housing industry is a definite asset
- Ability to provide a clean criminal record check, a clean driver's abstract and proof of a valid driver's license

Qualifications:

Bachelors degree in a relevant area and minimum of five years related work experience;

Relevant professional development related to Management and Human Resource training, and 3-5 year experience practical application in a Business Management setting

Knowledge of best practices in property management;

Knowledge and experience working with government legislation and contracts (especially RTA, AHA, FOIP);

Significant database and industry standard computer experience

Equivalents may be considered

Work requirement: 37.5 hours/week, occasional overtime, schedule may be flexible

Position:	Housing Programs Manager Non-union, permanent full time
Position start date:	TBD
Competition closing date:	March 15, 2019
Salary:	Commensurate with experience

**Qualified candidates may forward their resume with hand written cover letter by 12:00 noon on the competition closing date to: Medicine Hat Community Housing Society Attn: Jenny Bezanson #104, 516-3rd Street SE Medicine Hat, AB T1A 0H3; Email: jbezanson@mhchs.ca or Fax: (403) 526-3163.