

Program Assistant – Housing Plus program (Full time)

Under the direction of the Program Leader, the Program Assistant provides operational and administrative assistance to the Program Leader, including logistical services, coordination and information management. Housing Plus is a program of the Winnipeg Rental Network.

Major Responsibilities:

- Will assist in the Program Lead undertake landlord outreach, negotiating with landlords to set aside apartments or rooms for individuals who will be supported Housing First (HF) agencies;
- Assists the Program Lead with client re-housing efforts, including coordination of moving, cleaning and storage;
- Acts as the main contact person during the absence of the Program Leader, following-up on any emergencies with appropriate in-house staff and participating HF agency;
- Pre-inspect units and record unit condition reports for HF workers and clients;
- Maintains confidential records for the Program Leader;
- Assists the Program Lead to maintain and update the Program's shared housing database;
- Acknowledges receipt of correspondence and documentation in the absence of Program Leader or Program staff, and drafts preliminary versions of correspondence to be signed by the Program Leader or relevant Program staff;
- Develops and maintains an efficient filing system for the team, including assistance in processing calls for outreach and support as required;
- Maintains a tracking system of program expenses and outcomes;
- Maintains and updates team's databases and mailing lists using the Microsoft Office Suite including Word, Excel, PowerPoint, and Outlook
- Takes minutes of regular team meetings and other meetings with the assistance of and coordination with the Program Lead as required;
- Performs other related duties in accordance with instructions from team members.

Key Qualifications:

- Degree or Diploma in Social Services, Project Management or related field or equivalent combination of education and/or experience.
- Advanced knowledge of issues relating to activities of street involved people.
- Working knowledge of the Residential Tenancies Act and other resources and services available within the community and various government entitlement programs.
- Demonstrated experience with MS Office.
- Ability to work as a team member and organize time and workload effectively.
- Ability to communicate effectively both orally and in writing with all levels of staff, the public and clients while maintaining objectivity.
- Ability to prepare and write reports/records and maintain same.
- Ability to effectively perform job duties with minimum supervision.
- Ability to effectively de-escalate interpersonal conflicts through conflict resolution techniques.
- A valid Driver's License is an asset.

Résumés **must** have an accompanying covering letter and be submitted to Gordon McIntyre at contact@winnipegrentnet.ca no later than June 22, 2015 at 5pm.

Aboriginal candidates are encouraged to apply. Only qualified candidates will be contacted.