



Victoria Park Community Homes is the largest private non-profit housing corporation in the province of Ontario. Our portfolio has grown to more than 2,650 apartments, townhouses, and single family homes located in Hamilton and neighbouring communities.

Do you have superior negotiating, communication, and interpersonal skills? Can you work independently while keeping colleagues and direct reports informed and engaged? Are you looking for a professional opportunity to make a difference in people's lives? If so, we want to hear from you! We have an immediate opening for a:

MANAGER, RESIDENT AND PROPERTY SERVICES

POSITION OBJECTIVES

Reporting to the Executive Director, the Manager of Resident and Property Services is responsible for delivering property management services to our clients that encompass sound business practices to ensure maintenance of capital assets, housing affordability, resident stability and financial success within the framework, and meeting the goals of the current strategic plan.

The incumbent will oversee the consistent fulfillment of contractual requirements of our client properties including (but not exclusively) compliance with the Housing Services Act, the Not-for-Profit Corporations Act, and the Residential Tenancies Act; will ensure the efficient preparation of all Board reports and statements and any business cases as required, and will provide a style of leadership which will generate enthusiasm, credibility, integrity, confidence, and teamwork for all stakeholders.

The incumbent will possess the core competencies required of all Managers: Leadership; Effective Communication; Managing Time and Deadlines; Fostering Teamwork; Analytical Thinking; Common Sense and Good Judgement; Empowering Others and Delegation.

A more detailed job summary will be available for candidates selected to interview.

EDUCATION AND EXPERIENCE

- Comprehensive understanding of the rental housing market with specific emphasis and understanding of the non-profit housing field.
- Thorough understanding of the Housing Services Act, the Residential Tenancies Act, the Not-for-Profit Corporations Act, and other relevant legislation.

AND

- Community College Diploma in the area of social science or a recognized Property Management designation (CPM, AIHM), combined with a minimum of two years' experience in social housing administration or property management.

OR

A lesser level of education coupled with extensive relevant experience may be considered but a broad understanding of the social housing market and a comprehensive understanding of the non-profit housing sector is of primary importance.

SPECIAL REQUIREMENTS

- A valid and unrestricted Class G driver's license for the class of vehicle operated and daily access to a reliable vehicle for travel to various locations.
- Be bondable and be prepared to execute a *Bondability Affidavit*.
- Successful candidate will be subject to a satisfactory Police Check.
- This position is open only to those legally entitled to work for any employer in Canada.

WORK ENVIRONMENT

- Work is diverse and complex requiring a significant degree of independent judgment. Decisions and/or actions have a significant impact on the organization.
- Nurtures ongoing relationships with the Boards of Directors of our client properties.
- Develops and administers the division's budget and makes crucial inputs into the overall budget and operation of the company's financial systems.
- Required to wear personal protective equipment on occasion.
- The position is based at the Head Office currently located at 155 Queen Street North, Hamilton, Ontario with regular travel to various sites.

Salary Range: \$71,969 - \$83,969 per annum. Starting salary will be commensurate with knowledge and experience.

Benefits: Group insurance plan (extended Health, Dental, Life, Long-Term Disability, Travel, Accidental Death and Dismemberment; Employee Assistance Plan); pension plan; professional training and development opportunities. 3 weeks annual vacation to start.

Hours of Work: 35 hours per week, Monday-Friday, between 8:30 a.m. to 4:30 p.m. with a significant amount of work required outside regular office hours.

Interested and qualified applicants can submit their resumes with cover letter by

Noon, Tuesday, September 24, 2019 to:

Victoria Park Community Homes
155 Queen Street North
Hamilton, ON L8R 2V6
ATTN: Human Resource Specialist

By email: Recruiter@vpch.com / By fax: (905) 667-0354

Victoria Park Community Homes will accommodate people with disabilities throughout the recruitment and selection process. Applicants are requested to make their needs known in advance if accommodation is required.

We appreciate the interest of all applicants in employment opportunities with Victoria Park Community Homes. Only those selected for an interview will be contacted.

No phone calls or placement agencies, thank you.