



## Winnipeg Housing Rehabilitation Corporation

**Title:** FT Position – Tenant Resource Coordinator

**Closing Date:** October 4, 2019

**Reports to:** Executive Director

**Salary:** Competitive; based on qualifications and experience; includes comprehensive benefits package

**Hours:** 37.5 hours per week, may include some weekend and evening work.

The primary focus of this position is to provide support to tenants and management by implementing programs and providing an extensive array of supports to the tenants of WHRC. This will assist in creating practical and innovative solutions to situations for our tenants. This includes researching the availability of social programs and making them available to tenants. Much of the work is to inform tenants and to support them if possible.

### **Qualifications:**

The successful candidate should have post-secondary education in social sciences or equivalent education and experience related to the skills required to perform the duties of the position including:

- Knowledge of existing social service delivery agents in the public and non-profit sector.
- Experience in working with housing programs would be beneficial.
- Ability to coordinate and deliver presentations to tenants.
- Understand property management goals in social housing.
- Understand the needs of housing clients.
- Be familiar with cultural sensitivity and background.
- Understand others' feelings, needs, values and opinions and be sensitive and aware of diversity.
- Able to coordinate own work.
- Ability to work with others under conditions that require the utmost in tact and good judgment.
- Ability to work cooperatively.

The successful candidate will have a reliable vehicle and a valid driver's license and be physically able to attend to multiple housing sites.

Applicants are asked to send their cover letter and resume to [info@whrc.ca](mailto:info@whrc.ca) referencing **Tenant Resource Coordinator** in the subject line. Your cover letter & resume must clearly indicate how you meet the qualifications.

We thank all who apply however, only those selected for further consideration will be contacted.