

SUPPORTIVE HOUSING ADVISOR

Job ID: 3529

SHORT TERM FULL-TIME (Until July 31, 2021)

Location: PENTICTON, BC

To be considered for this role, applications **MUST** be submitted online, by clicking on 'Apply' below.

- Join one of BC's Top Employers!
- Be part of an exceptional company culture with great employee benefits and a healthy work/life balance!

BC Housing thanks all applicants for their interest; only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.

THE ORGANIZATION

BC Housing is a provincial Crown Corporation that develops, manages and administers a wide range of subsidized housing options for those most in need across the province to address critical gaps across the housing continuum ranging from emergency shelter through to rent assistance in the private market and affordable home ownership. *Share in the rewards of working with an organization that offers challenging work and competitive compensation and supports the growth and development of its people.*

Our mission is making a difference in people's lives and communities through safe, affordable and quality housing.

BC Housing is committed to providing a healthy, safe and inclusive workplace where respect and diversity are recognized assets. We encourage and welcome applications from women, visible minorities, Indigenous Peoples, individuals with disabilities, persons of any sexual orientation or gender identity, and all people committed to meaningful work that makes a difference.

BC Housing offers competitive salaries and an excellent benefits package. But a job is more than a pay cheque. We also offer our staff the opportunity to work together to make a difference. When employees go home at the end of the day, they experience the satisfaction of knowing they've helped provide safe, affordable housing for British Columbians. And while they're here, employees can take advantage of many opportunities:

- In-house training, and training at other institutions, for courses related to employees' current positions or to prepare them for advancement within BC Housing.
- Wellness programs including physical fitness, programs to help employees quit smoking, free flu shots, mental health resources, and lunch-and-learn lectures and seminars.
- Recognition programs including long-term service awards, idea recognition and outstanding performance awards.

- Livegreen incentives include an employee transit pass program, and other initiatives that encourage alternative, sustainable transportation (even a bike purchase program!).
- An active Social Club that organizes special events like seasonal parties and arranges group discounts to other events.
- Participation in community and charitable events.

**** Please note: Eligibility for benefits offered is based on employment status ****

SUPPORTIVE HOUSING ADVISOR:

POSITION SUMMARY

CANDIDATE PROFILE

The Supportive Housing Advisor is responsible for administering the funding and monitoring the performance of Non-Profit Societies that are operating highly complex and diverse housing and support service portfolios. The position is also responsible for the implementation and ongoing oversight of the Coordinated Access and Assessment initiative within the region or assigned area of the province by providing collaborative leadership to multiple community partners and stakeholders in housing individuals who are homeless or experiencing chronic homelessness and those with multiple barriers in appropriate placements along the housing continuum. The position approves and monitors significant operating budgets that may include multiple funding sources including health authorities, other provincial organizations, private sector philanthropy and the federal government, while balancing the requirement for appropriate financial oversight and risk mitigation with the need to ensure appropriate outcomes are achieved. The role provides property management, financial and program expertise through a collaborative approach that recognizes and adapts to the expertise and capacity of a range of service providers. The position builds and facilitates strong collaborative relationships with stakeholders and provides vision, advice, and leadership as a partner and advisor in achieving the Non-Profit provider's mandate and BC Housing's objectives. Responsibilities are performed in an environment that involves multiple stakeholders including a range of private and nonprofit advocacy groups as well as municipal, provincial, private sector and federal agencies with a range of agendas and special interests.

The successful candidate will have the following:

EDUCATION & EXPERIENCE:

- Undergraduate degree in Public Administration, Business Administration or other relevant discipline, including university level courses in non-profit society management and/or social service delivery. MBA preferred.
- Courses in mediation and conflict resolution an asset.
- Minimum six years' experience at a senior level in: Non-profit society management and/or in the delivery of social services and community-based programs, preferably supporting populations who are homeless and/or live with mental health and addiction issues, developing partner/stakeholder relationships and providing advice and consultation to not-for-profit Boards and Executive regarding business and program management, negotiation and management of contracts for service, leading the implementation of housing related programs, identifying training needs and providing oversight to regional and stakeholder resources supporting program operation/delivery.
- Supervisory experience in a unionized environment preferred.

Or an equivalent combination of education, training and experience acceptable to the employer.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge and understanding of the philosophies, principles, practices and standards associated with the delivery of government social and regulatory programs by non-profit societies and contracted community service providers
- Extensive knowledge of current social issues facing tenant populations in the DTES, including homelessness, mental illness and drug addiction, domestic violence, child protection and ageing
- Considerable knowledge and understanding of BC Housing's mandate, programs and policies in delivering social housing and social services to the vulnerable
- Extensive and broad cross-functional knowledge and understanding of non-profit society governance, operation, budgeting, maintenance, administration, procurement, contracting and staffing
- Sound working knowledge of the *Residential Tenancy Act*, *Societies Act*, the *Co-op Housing Act* and the *Community Care and Assisted Living Act*.
- Sound working knowledge of a broad range of Program Agreements, including Homes BC, ILBC, CPI, MOU's, 82 (1) b and Section 538 and Section 508.
- Sound understanding of how Program Agreements, and project-specific Operating Agreements, affect the financial review and budget approval process
- Considerable knowledge and understanding of the risks associated with housing vulnerable tenants and ability to work closely with service providers in mitigating risk
- Thorough knowledge of building structures and systems and an ability to recognize deficiencies
- Expertise and knowledge of budgeting and contracting practices, and ability to assess audited financial statements
- Ability to strategize, plan, coordinate, integrate and manage a complex portfolio of non-profit societies in providing the highest quality of stable, safe and affordable housing and housing related services.
- Ability to provide strategic organizational and general management expertise, and educate boards and executive in the successful operation of housing societies
- Ability to act as relationship manager and primary point of contact for Societies, including interacting with Society Board of Directors, the Executive Director, and Chief Financial Officers and accounting staff;
- Ability to analyze complex, challenging and sensitive issues, balance diverse interests and facilitate the implementation of solutions
- Ability to build successful and constructive relationships and partnerships, both externally and internally, and work together to mutually attain the objective of providing stable, safe and affordable housing and housing related services.
- Effective consultative, facilitation, consensus building, negotiation, mediation, influencing and conflict resolution skills
- Effective verbal and written communication, presentation and interpersonal skills
- Effective leadership, conceptual, analytical, strategic thinking and problem-solving skills.
- Good understanding of computer systems and excellent computer skills.
- Valid BC Driver's License and access to a reliable vehicle.

Please Note: Successful applicant(s) are subject to a satisfactory criminal record search and are required to maintain Security Clearance throughout their employment.

How to Apply:

Please review the attached job description for a complete list of duties, qualifications and competencies. To be considered for this competition, applicants must submit a cover letter and resume clearly identifying how they meet the qualifications necessary for this position. This information will be used as part of the selection process.

Your cover letter and resume should be submitted as one document in your profile when applying for this position. Please add your cover letter to your resume and submit both documents as your resume.

[Please review the Job Description prior to applying](#)

(When there is a pop up asking if you wish to view only secure items, press no)

As part of the application process, you will be prompted to fill out a questionnaire which must be completed in order for your application to be considered. Please allot up to 5 minutes to fill it out after submitting your resume and cover letter as one single document.

Only applications submitted using the Online Recruitment System at www.bchousing.org/careers will be accepted

If you are passionate about what you do and want to use your expertise to engage in a meaningful and challenging work, please apply to **join our team today at www.bchousing.org/careers**

At BC Housing, we're committed to providing a healthy, safe and inclusive workplace where respect and diversity are recognized assets. We welcome applications from women, visible minorities, Indigenous Peoples, individuals with disabilities, persons of any sexual orientation or gender identity, and all people committed to meaningful work that makes a difference. If you require accommodations at any point during the application and hiring process, please contact hr_admin@bchousing.org.

We didn't become one of BC's Top Employers and one of Canada's Greenest Employers without a lot of thought, care and consideration for our team and environment. Our supportive and collaborative workplace balances engaging and challenging work with personal development and wellness initiatives.

Apply Now: www.bchousing.org/careers

Have questions/issues about the application process? Please see our [FAQ's](#) for some useful information.

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