



Job Posting

By-Name List Waitlist Coordinator

Permanent

(Salary Range: \$32.67 - \$36.76)

35 Hours/Week

Housing Department

The County of Grey is currently recruiting for a By-Name List Waitlist Coordinator for its Housing Department. This position will support the administration tasks of the Coordinated Access System for Grey County, work with Community Agencies, landlords, and natural supports, support the intake of by-name list referrals performing follow up and supporting residents.

Join us and help make a difference! At Grey County we work together to deliver essential public services that meet the needs of our communities. Grey County isn't just a great place to work; it's a great place to live. Grey County offers beauty you can't get in the city along with a lifestyle that is more relaxed and family oriented – we are a family of distinct and proud communities that showcase natural beauty, opportunity, and a peaceful rural lifestyle.

Position Overview

- Receive and conduct intake of referral forms for the Grey Bruce By-Name List for individuals experiencing homelessness
- Determining the eligibility of referrals for the by-name list, notifying ineligible applicants, and providing information around alternative programs
- Provide data and develop reports from HIFIS to provide to Grey and Bruce County supervisory and management staff.

Required Knowledge, Skills and Experience

- Post-secondary education- in social services or business administration (ie. general Administration diploma) combined with several years' related experience in the social service field.
- Knowledge of tenant placement procedures, eligibility requirements, and relevant sections of manuals, directives, and procedures related to tenant placement, eligibility requirements and rent calculations.
- Valid driver's license is required and the use of an automobile is necessary.

Information for Interested Candidates

A detailed job description and instructions on how to apply are available on the County's website, www.grey.ca/careers

NOTE: Proof of COVID-19 full immunization or proof of valid medical exemption is a requirement of employment at Grey County.

Candidates for the above position are invited to submit resumes prior to the submission deadline: **August 15, 2022 at 4:30 p.m** to careers@grey.ca

We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.

The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.

Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.