



Job Posting

**Manager Tenant Services
(Salary Range: \$43.44-48.88/Hour)
Housing Department**

The County of Grey is currently recruiting for the role of Manager of Tenant Services. The primary role of the Manager of Tenant Services is to provide leadership and direction to the Tenant Services staff ensuring excellent service for tenants, applicants and the general public.

The incumbent will foster good tenant relations, facilitate community development initiatives and opportunities for tenants and staff, while providing guidance on relevant legislation to be adhered to.

Your primary responsibilities are to manage day to day operations and direct supervision of the Tenant Services and Community Relations staff, lead and report on community relations, tenant services and two family resource centres, coordinate the investigation and resolution of tenancy matters, support the facilitation of community development in various Grey County Housing communities to promote and meet the needs of the tenants, work as a member of the Management Team to ensure department goals and customer service expectations are met. Ensure legislative and provincial requirements are met and reported on.

Specific skills include a university degree or diploma in Social and Behavioural Sciences, Community Development, or equivalent discipline, normally acquired through the attainment of a Community College Diploma or Degree in Social Services related fields, 5 years management experience, community development, alternative dispute resolution, client risk assessment, mediation, leadership skills and the ability to work well as a team

Candidates for the above position are invited to submit resumes prior to **March 30th, 2020 at 4:30 p.m.** to:

Jodi Eagleson, Administrative Assistant
The County of Grey
595 9th Avenue East
Owen Sound Ontario N4K 3E3
Fax: 519-376-0445
Email: jodi.eagleson@grey.ca
Web: grey.ca/employment/

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

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.

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.