Grey County Logo Job Posting

**Tenant Services Waitlist Coordinator**

**(Salary Range: $31.14- $35.02/Hour)**

**Housing Department**

The County of Grey is currently recruiting for a Tenant Services Waitlist Coordinator to coordinate and manage the coordinated access system for Grey County. To coordinate with tenant services and maintenance staff, move ins, move outs and support administrative duties

Your primary responsibilities are to allocate vacant units based on established guidelines and legislation, determine eligibility, assist with rent calculations, arrange showings of units, maintain files, provide administrative assistance to tenant services

Post secondary education in a Social Service or Administration, or equivalent discipline, normally acquired through the attainment of a University degree or Community College diploma, plus several years related experience in a social service field. Excellent interviewing, interpersonal and analytical skills. Good knowledge of relevant manuals, guidelines and directives. Practical knowledge of the Residential Tenancy Act, social service eligibility requirements and income levels. Knowledge of pension income, Employment Insurance Benefits (EI), Workplace Safety Insurance Board (WSIB) compensation benefits, investment income, mortgages and other financial matters to assess household income and eligibility

Excellent communication and interpersonal skills; well developed administrative and organizational skills and the ability to work well as a team.

Candidates for the above position are invited to submit resumes prior to **February 3, 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](mailto:jodi.eagleson@grey.ca)

Web: [grey.ca/employment/](http://www.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.*