

**Housing Services (Summer Position)
(\$14.00 - \$15.47/Hour)
Housing Department**

The County of Grey is currently recruiting for a Summer Student to work in our Housing Department (May to August - approximately 14 weeks.)

As a member of the Housing Department team, you will perform a wide variety of functions which include assistance with day to day housing services delivery; updating databases, administrative duties, assistance with community events, development of promotional literature for housing programs and processing applications.

The successful candidate will possess good social skills, computer skills and knowledge of business and office equipment. Strong interpersonal skills and the ability to work with confidential information is required. Attention to detail and accuracy is essential for data entry. The successful candidate will be enrolled in a social services or business administration or similar program at the college or university level.

The successful candidate will be required to work in the administrative office alongside front office staff as well as off-site in the field with tenant services staff. Risk assessment skills are an asset.

The normal hours of work will be Monday to Friday, 8:30am to 4:30pm, and applicants are required to meet the following criteria:

Candidates for the above position are invited to submit resumes prior to **Friday, March 15th, 2019 at 4:30 p.m.** to:

Jodi Eagleson, Administrative Assistant
The County of Grey
595 9th Avenue East
Owen Sound ON 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.