



Career Opportunity Housing Programs Manager

The Medicine Hat Community Housing Society (MHCHS) is seeking an energetic, highly motivated professional to fill our Housing Programs Manager position. The successful applicant will play an integral part in the MHCHS Management team, and will be responsible for the overall coordination and management of the activities and resources required for the effective team delivery of subsidized housing programs and services. The position focus includes promoting the purpose and values of the MHCHS, and ensuring successful achievement of the established goals and objectives for the department.

Primary duties include managing a staff of 8 employees; promoting a positive, professional environment and positive relationships with staff, tenants, landlords, applicants, and community organizations; employee and departmental performance management, including regular monitoring and reporting; making recommendations and facilitating change/growth where appropriate; working in partnership with other MHCHS departments, community agencies, government departments.

Required:

- Exceptional interpersonal and organizational skills; professional demeanor;
- Proven strong leadership skills, ability to teach and coach others in a supportive and professional manner;
- The capacity for critical thinking,
- Demonstrated understanding of effective business management principles and delivering effectively in an outcomes-based framework;
- Knowledge, experience and understanding of working with vulnerable persons.
- Ability to provide a clean criminal record check, a clean driver's abstract and proof of a valid driver's license

Qualifications:

- Bachelors degree in a relevant area and minimum of five years related work experience;
- Relevant professional development related to Management and Human Resource training, and 3-5 years relevant experience
- Understanding of, and experience in delivering quality customer service
- Knowledge of best practices in property management an asset;
- Knowledge and experience working with government legislation and contracts an asset (especially Residential Tenancies Act, AB Housing Act, FOIP);
- Significant database and industry standard computer experience
- Equivalents may be considered
- Work requirement: 37.5 hours/week, occasional overtime, schedule may be flexible

Position:	Housing Programs Manager
	Permanent full time, non-union
Position start date:	To be determined
Salary:	Commensurate with experience
Competition closing date:	To be determined

**Qualified candidates are asked to forward their cover letter and resume to:
MHCHS Attn: Jenny Bezanson, #104, 516-3rd Street SE Medicine Hat, AB T1A 0H3;
Email: jbezanson@mhchs.ca or Fax: (403) 526-3163.