



## Ontario Aboriginal Housing Services

**Position:** Director of Supportive Housing      **Closing:** Posting will remain open until position is filled

**Term:** Contract position - up to 2 years (35 hours/week); Existing OAHS applicants may be eligible for a secondment

Ontario Aboriginal Housing Services (OAHS) provides safe and affordable housing for First Nation, Métis, and Inuit people living in urban and rural areas of Ontario. Our Vision is “to lead the design, development and delivery of sustainable and culturally appropriate housing that promotes excellence in the Indigenous community and organizational infrastructures”.

Housing Services are provided throughout the province by over 75 Team Members as well as a wide range of Partners including

Indigenous Organizations, Community Organizations, Governments (Municipal, Provincial, Federal), and Private Sector. Our Provincial Office and Service Centre is located in Sault Ste. Marie and we have Satellite Service Centres in Dryden, Peterborough, and Hamilton. Services provided include:

- Property management of over 2300 subsidized and unsubsidized housing units;
- Provision of an assisted homeownership program providing down payment and home purchase assistance;
- Provision of an assisted homeowner repair program;
- Supportive housing services for community members;
- Planning and development of new housing; and
- Program management, program development and title services to local community organizations.

Founded in 1994, OAHS provides housing services to both Indigenous and non-Indigenous people. OAHS is governed by representatives from three Indigenous organizations in Ontario – the Ontario Federation of Indigenous Friendship Centres, Ontario Native Women’s Association, and the Métis Nation of Ontario. Learn more at [www.OntarioAboriginalHousing.ca](http://www.OntarioAboriginalHousing.ca)

We are currently seeking a **Director of Supportive Housing** to be located in any of our Service Centres with responsibilities across the province of Ontario including our current supportive housing operations in Sault Ste. Marie, Timmins, and Sudbury.

Reporting to the Executive Director, the successful applicant will be responsible for strategically planning the development, resourcing, and implementation of much-needed new supportive housing programs. The successful candidate will also be responsible to support our existing Supportive Housing Team and continuing the expansion of existing supportive housing programs to additional areas of high need. The successful candidate will be a goal oriented, organized, enthusiastic individual who understands and appreciates how safe, affordable housing, including the provision of culturally-appropriate and needed supports, contributes to the quality of life.

**Duties and responsibilities will include, but not be limited to the following:**

- Support OAHS’s mission and vision and make significant contributions to the achievement of the corporate strategic plan;

- Ensure sufficient policies and procedures are in place to provide a safe, clean, and comfortable environment for our community members and a similar work environment to our staff as well as to protect our physical assets;
- Manage supportive housing supervisors and resilience coaches and other staff as assigned;
- Identify, prioritize, and measure key performance indicators and outcomes;
- Lead the design and implementation of new programs, develop and nurture partnerships;
- Apply for funding and financing, including alternative funding sources to secure the resources required to create new housing service opportunities;
- Internally, working closely with the Director of Policy and Programs, Director of Property Management, and Resilience Coaches/Counsellors to ensure collaborative efforts are undertaken across the organization with the goal of better-supporting the people we serve and the people we need to serve;
- Externally, work with a wide variety of existing partners and develop positive new partnerships with groups including but not limited to: Elders, Senators, Knowledge-Keepers, Indigenous organizations, community groups; non-profit service groups; housing organizations; Service Managers; health service organizations; governments including municipal, provincial, federal, and Indigenous as well as their respective departments; Director Member Organizations; private funders and foundations; elected officials; and other stakeholders for the purpose of creating new and enhancing existing housing services throughout the housing mosaic;
- Make recommendations to the Executive Director on new actions, goals and targets related to the development of new supportive housing services;
- Develop and manage timeliness for various activities to ensure strategic plans and critical development processes are carried out in a timely manner;
- Oversee overall progress of supportive housing services in terms of budgets, timelines, and outcomes;
- Maintain a working knowledge of significant developments and trends in the field;
- Ensure the appropriate electronic and manual filing systems and program database systems for program delivery are designed, implemented, and available to assist in program delivery;
- Internally, identify and communicate the required supports from internal support roles including but not limited to the Director of Corporate Services, Finance Manager, IT Supervisor and HR Manager;
- Oversee the development of Standard Operating Procedures and related work by supervisors and managers and be responsible for their review and approval;
- Prepare correspondence including reports, spreadsheets, graphics, presentations, emails, and letters and contribute to internal and external newsletters and other media as required;
- Support and develop appropriate Board-level reporting mechanisms and respective reports;
- Provide directional input into the development of strategic communications; and
- Other duties as required.

**The successful candidate will have the following qualifications and skills:**

- Thorough knowledge of Indigenous culture and demonstrated values that focus on assisting people leading to positive and successful outcomes;
- University degree (Masters or Ph.D. considered an asset) in Social Studies, Health, or Arts and/or a combination of education and related experience;
- Demonstrated ability to consistently lead with kindness, respect, empathy, and thoughtfulness;
- Support high levels of performance for all team members and oneself;
- Demonstrated ability to work both independently and interdependently in highly motivated, professional and results-oriented team;
- Successful previous supervisory experience would be considered an asset;

- Working towards or completion of Chartered Institute of Housing (CIH) certification would be a valuable asset;
- Knowledge in Word, Excel, Power Point, Publisher, databases, accounting systems, project tracking software and/or specific experience with Business Management Systems would be considered an asset;
- Strong background and understanding of the Social Housing Act and Housing Services Act, 2011;
- Effective communication skills with individuals coming from all walks of life;
- Willingness to enrol in the OAHS Leadership Development Program once it is launched;
- Able to follow through and successfully complete projects; and
- Experience working in an Indigenous culturally-based Supportive Housing environment.

**Conditions of employment:**

- Ability to travel as required (limited);
- Ability to work varying hours/days, if required;
- Valid CPIC clearance (Criminal Records check, Vulnerable Sector Search);
- References;
- Current, valid Ontario Driver's License and safe driving record.

**Compensation:**

- In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal Housing Services offers a comprehensive compensation package. This comprehensive compensation package includes:
  - Challenging and fulfilling work; an inclusive and supportive team; and a work environment steeped in and guided by Indigenous culture;
  - Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Indigenous Peoples Day, Remembrance Day, and Family Day;
  - Opportunity for cultural, educational and other approved leaves;
  - Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity; and
  - A competitive salary in pay band B9 with a range of \$93,800.00 to \$150,000.00.

**Working Conditions and Physical Capabilities:**

- Ability to travel within Ontario, across Canada, and internationally;
- Ability to sit at a desk for extended periods of time during the work day;
- Ability to communicate verbally, in person and by telephone with colleagues, community members, and the public;
- Ability to use office equipment and computer software programs;
- Ability to lift up to 20lbs.

Please note that you are encouraged to apply early as interviews will be scheduled as applications are received.

- Email to [HRSSM@oahssc.ca](mailto:HRSSM@oahssc.ca) or
- Mail to: Amanda McAuley  
Human Resources & Payroll Associate  
Ontario Aboriginal Housing Services Corporation  
Attn: Human Resources  
500 Bay Street, Sault Ste. Marie ON P6A 1X5

***In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry, and are asked to self-identify on their cover letter.***

*This competition is open to internal and external candidates with the possibility of Secondment for internal candidates. The continuation of this position is subject to funding renewal.*

*Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Ontario Aboriginal Housing Services also welcomes and supports diversity including people who identify as LGBTQ2S+.*

*We thank all candidates who choose to apply, however, only those selected for an interview will be contacted*