
Title	: Rent Supplement Analyst	Employee Group:	: CUPE 1287
Job Opening Id	: 45583	# Required	: 1
Business Unit	: Community Services	Division	: Housing Services
Worksite:	: Headquarters Campbell East	Standard Hours	: 35.00 / week
Full/Part Time	: Full-Time	Regular/Temporary:	: Temporary
Salary Grade	: 9	Salary Range	: \$ 31.88 - \$ 33.70
Post Date	: 2026-06-23	Close Date	: 2026-07-06

LOCATION

Location: Thorold, ON

DURATION

Temporary, Full-time – 12 to 18 months contract

JOB DESCRIPTION

JOB SUMMARY

Responsible for placement of units under all rent supplement programs, verification of applicant information, ensuring continued eligibility and suitability of tenants. Also Responsible for tenancy administration, including timely rent-geared-to-income (RGI) rent calculations for households under all rent supplement programs, preparing notices of rent increases/decreases, and contacting tenants as required.

QUALIFICATIONS

EDUCATION

- 2-year post-secondary diploma in Social Services, Business, or other related field

KNOWLEDGE/EXPERIENCE

- At least 2 years of administrative experience in a fast-paced computerized office environment within a human services environment providing customer service to clients.
- Course/certificate Rent-Geared-to-Income (RGI) training
- All relevant legislation including the Housing Services Act, Residential Tenancy Act, Freedom of Information and Protection of Privacy Act, and the Ontario Human Rights Code

SKILLS

- Yardi or related property management and wait list software
- Possess strong written and verbal communication skills
- High level of customer service working with vulnerable populations
- Excellent evaluation and judgement skills
- Bilingual English and French preferred

SPECIAL CONDITIONS

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate

IMPORTANT NOTICES & AMENDMENTS

This position currently falls within our hybrid model, allowing the employee to typically work a minimum of 50% of your time at your regular work location and the other 50% of time at home.

As an employer of choice, Niagara Region offers competitive salaries and benefits, a defined benefit pension plan, a corporate wellness centre, access to the Employee and Family Assistance Program (EFAP), mentorship and training programs, employee recognition programs, and more. In addition, the Region recognizes the value of having flexible work arrangements to support better work-life balance for our employees. Hybrid work arrangements may vary from one employee to another and may also differ in the number of remote workdays. These opportunities remain subject to the alignment of operational needs, business requirements, and customer service expectations.

ABOUT US

Niagara Region serves a diverse urban and rural population of more than 475,000 and is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and community partners, the Region delivers high-quality programs and services that support the well-being of individuals, families and communities. Nestled between Lakes Erie and Ontario, the Niagara peninsula is home to fertile agricultural land, the majesty of Niagara Falls, vibrant modern cities, Canada's most developed wine industry, and communities rich in history, recreation and culture. With a temperate climate, breathtaking countryside and easy access to neighbouring New York State, Niagara attracts more than 14 million visitors each year, along with new residents and businesses. Niagara Region values diversity in background and experience and is committed to building an inclusive workforce that reflects the community it serves, strengthening programs and services across Niagara. While specific qualifications are important for certain roles, we invite individuals from diverse backgrounds to apply. Our recruiters will evaluate your suitability for the role.

HOW TO APPLY

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges TODAY!

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

We confirm that we do not use AI in screening of applicants, and this position is an existing vacancy.

To view the full job description and requirements, visit our Careers page linked here: **Job Opening # 45583**

Let us know why you would be an excellent team member by submitting your online application **no later July 6, 2026, before midnight** by visiting our 'Careers' page at www.niagararegion.ca.

Posting Link:

https://careers.niagararegion.ca/psp/careers/EMPLOYEE/PSFT_HR/c/HRS_HRAM_FL.HRS.CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1002&JobOpeningId=45583&PostingSeq=1