

**INTERNAL POSTING**

**PROPERTY MANAGER**

If you are looking for a career working with amazing people while helping your community thrive, then this opportunity is for you and we want to hear from you. We urge individuals that have retired, semi-retired, are returning to the workforce, those that are new to Canada, and recent graduates to also apply. At Good Shepherd, we are dedicated to building a diverse, inclusive, equal and authentic workplace.

**Get to Know Us**

The work of Good Shepherd is based on a fundamental belief in providing hope and restoring dignity to the most vulnerable members of our community. Our services include emergency food and clothing; daily hot meals; emergency shelters for men, youth, families, women and children; transitional housing and education for homeless and street-involved youth; hospice palliative care; community mental health programs; and supportive housing programs. Good Shepherd is also committed to integrating Harm Reduction practices into our programs and to prioritizing the rights, dignity and choices of all. This opportunity is with our Good Shepherd - Non-Profit Housing Division.

**Culture and Values**

We *see the good* in people, not only the challenge. We hear the warmth in their voices. We recognize that we all have potential and promise. Our programs help to tear down the barriers that have impeded our community's most vulnerable citizens and help them to establish a path to a stable and healthy life.

***Hospitality***, as inspired by St. John of God is at the heart of Good Shepherd's mission. This means that we welcome all people with compassion, acceptance and a spirit of generosity; creating opportunities for transformation. Hospitality embodies our **Values**, **Responsibility, Availability, Adaptability, Quality and Dignity.**

At Good Shepherd, we recognize the inherent value of people living with addiction and their right to quality care and services. Good Shepherd is committed to integrating Harm Reduction practices into our programs and to prioritizing the rights, dignity, and choices of those who use substances. By integrating a Harm Reduction framework at Good Shepherd, we can decrease barriers to service and better support some of our community's most marginalized members.

**Why work with us?**

* Be a part of a caring **TEAM THAT SUPPORTS OUR LOCAL COMMUNITY**
* Support for continuing **EDUCATION AND PROFESSIONAL DEVELOPMENT**
* Staff recognition programs along with access to self-care supports and **EMPLOYEE / FAMILY ASSISTANCE PROGRAM** (EAP)
* **POSITIVE** and **ENCOURAGING** atmosphere
* Make a difference and provide **HOPE**
* Extended Health Benefits for Full Time Permanent Property Manager

**Role Description**

In a compassionate, hospitable and non-judgmental manner The Property Manager will be responsible for ensuring that all housing needs are delivered in accordance with the legal mandate of the corporation and other pertinent legislation. The position will include management related housing activities including tenant issues and administrative functions.

* Ensures that all housing needs are delivered in accordance with the legal mandate of the corporation and other pertinent legislation
* Provides feedback and recommendations regarding Housing policy and procedure changes and additions
* Assist Director with management related housing activities including tenant issues and administrative functions
* Perform duties involved with Acrori Property Management program including tenant files and work order procedure as required
* Approve invoices for the accounting department
* Participate in the tenant selection activities for the Good Shepherd Non-Profit Homes properties
* Performs income verification and establishes rent
* Schedule and complete lease signings for all GSNPH properties, including preparing back up documentation such as rent calculations
* Performs income follow-up and reviews for RGI tenants and administers increases and decreases in rent.
* In conjunction with the Director of Tenant & Housing Services is responsible for handling eviction procedures in accordance with the Residential Tenancies Act (RTA) and corporate procedures
* Organize and/or undertake annual unit inspections as required
* Co-ordinate unit turnover/readiness as required
* Review/recommend/receive Fire Safety Plans
* Participate in preparation of the Preventative Maintenance Plan and Building Equipment Inventory as needed
* Set up and maintain Key Control for all GSNPH units
* Supervises/trains Building superintendents and cleaning staff
* Obtains quotations for products and contracts as required
* Act as the Directors representative to service contract agents and tenant

**Qualifications**

* Post-secondary education in property management and/or related field with a minimum 5 years' experience - (non-profit preferred)
* Experience with RGI calculation and Housing Services Act preferred
* Experience with the Residential Tenancies Act and the Landlord & Tenant Board process
* Excellent computer skills, with experience in Arcori, Excel and Word
* Superior verbal and written communication, interpersonal and organizational skills
* Outgoing and adaptable in working in a fast paced and changing environment
* Experience working with tenants who have experienced mental health issues and/or homelessness is an asset
* CPR/First Aid certification and WHMIS training or willingness to acquire.
* Committed to anti-racist/anti-oppressive practice and to the mission and values of Good Shepherd
* Fluency in a language in addition to English is an asset

Apply no later than August 16th to: Heidi Billyard – Director – Tenant & Housing Services at:

HBillyard@gsch.ca

*Good Shepherd, a ministry of the Hospitaller Order of St. John of God, is an equal opportunity employer operating within an anti-racist and anti-oppression framework. We strive to establish workplaces that reflect and are enhanced by the rich diversity of the community we serve.*

*Good Shepherd welcomes and encourages applications from all people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. If you need accommodations, please contact Human Resources at 905-528-5877.*

*Good Shepherd has a mandatory verification of COVID-19 vaccination policy. More information on the full policy requirements and accommodation allowances will be provided to those selected for an interview.*