

Internal Job Posting

competition # 02060622

Posting date: June 6, 2022

Position Title: Temporary Full Time Tenant Relations Worker

Program: Housing/Shelter Programs

Hours: 35 hours

Position End Date: March 31, 2023 or incumbent returns.

Position Location: Abbotsford

Reports to: Manager of Housing

Closing Date: June 13, 2022 at 5pm

This position requires Union Membership.

Compensation will be in accordance with the Collective agreement.

Duties and Responsibilities:

- Collect monthly rents
- Upon receipt of approval, arrange and monitor major repairs and maintenance work of the facility.
- Maintains the waitlist, arranges interviews, arrange move in/move out inspections, and assist with annual inspections.
- Ensure appropriate tenancy records are accurately maintained.
- Coordinate emergency and monthly property maintenance as required.
- Receive resident's requests for repairs and ensure approved repairs are carried out.
- Support in the organization of events, workshops and information sessions.

Skills and Knowledge:

- Ability to organize events and workshops
- Non-Judgmental approach and awareness of gender-based violence and female specific issues
- Familiar with applicable legislation including the Residential Tenancy Act and BC Housing Guidelines and systems.
- Familiar with Income Assistance and housing benefits.
- Ability to quickly develop knowledge of SARA policies, procedures, and an understanding of the procedures involved in all aspects of tenant relations.
- Understanding of basic maintenance issues
- Ability to read and comprehend legal documents and procedure manuals.
- Training in addictions and mental health
- Proficiency in MS Word, MS Excel, Power point and related software, Windows and Outlook calendar.
- Ability to work efficiently with minimal supervision, effectively deal with stress and make appropriate decisions as required.

- Ability to network and interact well with other service providers.
- Well-developed verbal and written communications skills, and the ability to be an effective listener.
- Sound analytical and organizational skills, cash handling and record keeping skills are a necessity.
- Well developed time management skills including the ability to identify, prioritize, and complete tasks and projects in an effective and timely manner.

Qualifications

- 2 year diploma in related human/social services field or an equivalent combination of education, training and experience.
- Minimum 2 years of experience in relevant/related position.
- Experience working with marginalized women and children.
- Current First Aid/CPR certificate
- Clear Criminal Record Check for Vulnerable Populations
- Valid Class 5 Drivers' License
- Clear Drivers Abstract.

Submit cover letter and resume to:

Human.Resources@saraforwomen.ca or drop off a paper copy at either admin office

Subject: Temporary Full Time Tenant Relations Worker

SARA promotes the principles of anti-oppression, diversity and inclusion. We strive to represent the diverse communities that we serve. Individuals from First Nations, diverse ethno cultural origins, religions, abilities and sexual orientations are encouraged to apply.

While we thank all candidates for their interest, only those selected for an interview will be contacted. No telephone inquiries please.