



**Chimo Community Services**

**Job Posting**

**Interim Housing Manager**

**Posting Date:** October 1<sup>st</sup>, 2021

**End Date:** October 15<sup>th</sup>, 2021

**Start Date:** ASAP

**Position Title:** Interim Housing Manager Job Posting (Fill Temp Leave)

**Reports to:** Executive Director

**Summary:**

Chimo's Housing Manager works with staff and stakeholders, to ensure operational excellence of Chimo's housing programs and projects. This role monitors and directs all program staff in overseeing performance management in a union environment.

As interim Manager, this role is accountable for Overseeing strategic plan implementation, imbedding operation excellence practices and reviewing all policy, procedure and practice of our housing programs. This role requires an understanding of the Domestic violence, housing sector, case management and operational excellence.

The Housing Manager works closely with all levels of the Chimo team and reports to the Executive Director.

**Primary Role accountabilities:**

Develop and implement policies, standard operational processes and client engagement strategies, ensuring optimal and safe delivery of Chimo housing programs to clients. Identify opportunities for new programming/projects that support work to develop new housing opportunities.

Achieve budgeted revenue and expenses for housing programs and projects, identifying any risks along with recommended mitigating strategies before issues emerge.



Develop and implement project plans, delivering projects on time, on scope and on budget. Conduct post-implementation review to assess the degree to which the project achieved defined objectives.

Prepare reports and maintain records to ensure transparent and accurate reporting to Board and Executive.

Engage and cultivate relationships with key community stakeholders that support the achievement of Chimo's strategic plan including (but not limited to): tenant groups, local authority councillors, property professionals and other support and welfare organizations including social workers.

### **Qualifications**

- Master's degree in a relevant sector.
- Minimum 4 years' experience in a supervisory role in a union environment at a non-profit.
- Demonstrated experience in Human Resources and Performance management
- Taking an analytical and tactical approach to creating and sustaining operational excellence.
- Demonstrated ability to work under pressure, multi-task conflicting demands, meet deadlines and work independently.
- Knowledge of local community resources.
- Demonstrated knowledge of the impacts of physical and emotional abuse, mental health, homelessness and poverty.

### **Key Competencies & Skills**

- Communication
- Strategic Thinking
- Project Management
- Professionalism

To Apply please send a cover letter and Curriculum Vitae to the attention of: Tabitha Geraghty at, [tgeraghty@chimoservices.com](mailto:tgeraghty@chimoservices.com)