



County Administration Building
Belleville, ON
**Tenant Placement Clerk –
Temporary Full-Time**

2022-496-CHS-295

The County of Hastings is currently accepting applications for a Temporary Full-Time Tenant Placement Clerk located at the County Administration Building in Belleville, ON.-

DUTIES:

- Assist applicants with completing applications for social housing.
- Conduct preliminary income and eligibility reviews, process application forms and investigate arrears for social housing.
- Assist with the operation of the Hastings County Social Housing Registry and maintain waiting list and arrears listings.
- Inform tenants that they have been successful in securing a social housing unit.
- Respond to tenant inquiries.
- Track move-ins and move-outs.
- Coordinate vacancy lists for Housing Services Staff.
- Creation and maintenance of files, both hardcopy and in an electronic database.
- Refer applicants to additional resources where appropriate.
- Administrative support for the non-profit and rent supplement housing programs as well as other program initiatives that may be implemented.
- Provide support to front counter reception by responding to inquiries.
- Other duties as may be required from time to time.

QUALIFICATIONS:

- Post Secondary School Diploma, Degree or Certificate in Human or Social Services, Office Administration or related field; or a designation from a recognized housing administration educator (ie. the Institute of Housing Management).
- One year prior experience dealing with low-income households in a social services environment.
- Knowledge of the Housing Services Act, Residential Tenancies Act and social housing procedures, especially as they relate to the management of centralized waiting lists for social housing.
- Knowledge of YARDI Voyager 7S and Rent Café.
- Strong computer knowledge including database management.
- Excellent organizational skills.
- Ability to effectively communicate both orally and in writing.
- Ability to apply discretion and good judgement when dealing with highly confidential and sensitive issues and situations.
- Strong interpersonal skills.
- Valid driver's license

HOURS OF WORK: 8:30-4:30 (Monday – Friday)

RATE OF PAY: \$25.69-\$28.23/hour + 14% in lieu of benefits

Please send resume and cover letter by email to careers@hastingscounty.com

Quote: **2022-496-CHS-295** in the subject line

Closing Date: Thursday, September 15, 2022, by 4pm

Juliana Alvarez-Molina, H.BComm
Human Resources Advisor
Talent Management & Acquisition

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. We thank all candidates who apply but advise that only those persons selected for an interview will be contacted. The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation. The successful candidate will be required to provide a clear Criminal Record Check and/or Vulnerable Sector Check and proof of being fully vaccinated against COVID-19 or eligible approved exemption by Hastings County.