

Job Posting

Richview Baptist Foundation

Richview Residence for Seniors

Title: Housing Co-ordinator, Kipling Building
Department: Administration
Location: Main Housing Office, 1540 Kipling Avenue, Toronto
Supervisor: Executive Director

Richview Baptist Foundation Mission Statement

The Richview Baptist Foundation, a ministry of Richview Church, is a caring and professional team who live out Christian values in the provision of high quality affordable housing and related services that enrich and vitalize the lives of seniors, their families and our community as a whole.

Job Summary

The Housing Coordinator (Kipling) has responsibility for the day-to-day administration of the Kipling Building. The position is responsible for marketing and renting of suites which includes leasing, tenant orientation and maintenance of tenant files for 128 suites, a portion of which are Rent-Geared-to-Income suites.

DUTIES:

Turnover/Vacancy Coordination:

- Respond to inquiries from housing applicants regarding vacancies, applications, admission criterion and the placement process.
- Show units and co-ordinate interviews with applicants.
- Work with maintenance staff in timely transition of suites, maximizing opportunities for necessary suite upgrades.

Tenancy Problem Solving:

- Respond to complaints, handle conflict among tenants.
- Outreach to community supports or family members in situations where tenants may need more support to either maintain their housing or move to a more supportive environment.

Property Management Support:

- Work with Executive Director and maintenance team to ensure that health and safety measures and cleaning standards are being met.
- Act as a liaison with our funder, the City of Toronto, in matters related to the funding and administration of the Kipling building.
- Act as liaison between tenants and property staff/external contractors - Including ensuring tenants are prepared for pest control treatment and seeking out additional supports as needed.
- Contribute to and assist in managing the planning and execution of operational and capital maintenance, including the kitchen and dining room.

Housing Administration:

- Prepare and maintain all paperwork related to placement, transfers, vacancies, lease signing, tenant correspondence, income verification, rent calculations and collection etc.
- Maintain waiting lists and tenant files.
- Collection of arrears and disciplinary action with LTB when necessary.

Program Administration:

- Production of monthly calendar.
- Manage bookings of common space including dining room.
- Assist with administration responsibilities associated with the contracted dining service.

Other duties as assigned

Critical Qualifications & Competencies:

- Excellent interpersonal skills.
- Strong planning and organization skills.
- Highly developed verbal and written communication skills, including strong listening skills.
- Effective and creative problem solving skills.
- Understanding of and sensitivity to challenges related to aging.
- Experience with landlord/tenant relations and residential tenancy legislation.
- A team player.
- A commitment to the Foundations core values /mission statement.

Preferred Qualifications & Competencies:

- College or university degree in related field and minimum 5 years of relevant work experience.
- Experience in working with an older population.
- Working knowledge of Microsoft Office and Excel.
- Familiarity with relevant legislation including the Occupational Health and Safety Act, the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act (AODA), Residential Tenancies Act (RTA), Personal Health Information, Protection Act (PHIPA), Housing Services Act, and Ontario Fire and Building Codes.

Applications must be received by **Friday, February 19th** and should be addressed to: Executive Director (jkuchma@richviewresidence.org). Start date for the position is anticipated to be mid-March. Please inform us should you require accommodation for the application process.

Richview Baptist Foundation is an equal opportunity employer.