

COMPETITION # TBG 2976

FACILITY: Wetaskiwin & Area

DEPARTMENT: Wetaskiwin Housing

TITLE: Housing Manager

STATUS: 1.0 FTE – Permanent

POSITION SUMMARY:

The Housing Manager adheres to the policy and guidelines established by The Bethany Group and the policy and guidelines of applicable Government Departments, and is responsible for the overall management of housing units within their area of responsibility. The position is responsible for the day-to-day supervision of all Housing staff and tenants. The Housing Manager liaises with the Maintenance Department for all buildings within their area of responsibility.

QUALIFICATIONS:

- High School Diploma
- Certificate or Diploma in a related field plus related experience; equivalency is considered
- Knowledge of Alberta Housing Act and other related legislation and regulations is desirable
- Experience in landlord / tenant relationships is desirable
- Working knowledge of related computer applications and some understanding of accounting processes are desirable
- Valid Driver's License

REQUIREMENTS:

- Supervision of employees includes directing/assigning work, approving/ordering overtime, and evaluating employee performance
- Participates as a team player and problem solver
- Liaises with Director, Client Services concerning Housing operations, schedules, and appointments, etc.
- Provides office coverage for all general inquiries representing Wetaskiwin & Area Housing, administered by The Bethany Group through the administration office in Wetaskiwin
- Provides statistical record keeping function by maintaining accurate up-to-date tenant information for each Housing Unit / Project within The Bethany Group – Wetaskiwin & Area Housing Department
- Maintains accurate tenant records including tenancy agreements, household information, financial, security deposits, and rental deposits
- Other duties as assigned

PAY RATE: Please inquire

DATE POSTED: May 22, 2024

CLOSING DATE: When suitable candidate is found

Must be 18yrs of age or older to apply for this position, please email your resume to resumes@bethanygrp.ca
The competition # must be included in the subject line to be considered for the position.

All Employees are required to be fully immunized against COVID-19 and provide proof of full immunization against COVID-19 as a condition of employment. *Full immunization status is achieved when 14 days have passed after the second dose of a two-dose vaccine, or the first dose of a single-dose vaccine.*

In compliance with The Protection for Persons in Care Act, successful candidates must provide a valid Criminal Record Check (current within 90 days) before employment can be confirmed.

We sincerely thank all candidates for their application; however only those selected for interview will be contacted.