

JOB POSTING

Date Ad Posted: April 30, 2021
Position Type: Regular Full time
Starting Salary: \$44,000

Application Deadline: May 7, 2021
Location(s): Toronto

Mainstay Housing works with people living with mental illness and substance use issues who are deeply affected by poverty and provides them with housing, on-going support and greater opportunity to be part of a community. We are a charitable, private non-profit agency which owns and manages approximately 40 buildings and over 950 units across Toronto. Effective April 1, 2001, we amalgamated with Houselink. We currently have an exciting opportunity for a:

RENT & RENT GEARED TO INCOME (RGI) COORDINATOR

Reporting to the Director of Finance, this position is responsible for the ongoing coordination of the Rent Geared to Income (RGI) program and the Rent Supplement programs, including the annual RGI tenant income verifications, the monthly landlord payments, annual budgeting and other reporting for the programs. The programs represent \$2,700,000 in rent revenue from 1,500 tenants and \$3,300,000 in payments to landlords.

This position is part of a team, and requires a person with the following qualification:

Education:

- University/College education in fields related to housing administration, community mental health, community development or relevant experience.
- Understanding of issues of homelessness, poverty, mental health, diversity and how these issues impact the lives of individuals.
- Knowledge of legislation (Tenant Protection Act, Ontario Human Rights Code and Mental Health Act) and government policies related to non-profit housing management.

Experience:

- Two to three years' administrative experience, preferably in a non-profit housing or cooperative housing environment.
- Experience using Yardi 7S software, specifically Social Housing and Canadian Residential

Skills:

- Administrative with accounting and clerical experience.
- Rent Geared to Income and OLTB Tribunal process knowledge an asset.
- Advanced understanding of customer service.
- Knowledge of mental health, addictions, etc. and how that impacts an individual's comfort level with documentation and procedures.
- Proficient in MS Office, Excel, Word, Outlook etc.

Regular hours of employment are 8:30am to 4:30pm Monday to Friday. Occasional overtime may be required year-end and at budget time. The position is based at the Head Office. This is a smoke-free, wheelchair accessible office environment.

Please submit directly to SHisey@mainstayto.ca

Mainstay Housing is an environment that is characterized by respect, choice & inclusion. We strive to reflect the diversity of the community. We are committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise us if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.