

Manitoba Government

Job Opportunities

Tenant Services Coordinator

SP3 Social Services Worker

Regular/full-time

Housing, Addictions and Homelessness
Support Services, Manitoba Housing

Winnipeg MB

Advertisement Number: 43505

Salary(s): SP3 \$56,569.00 - \$74,650.00 per year

Closing Date: December 1, 2024

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

Employment Equity is a factor in selection for this competition. Consideration will be given to Indigenous people and persons with disabilities.

An eligibility list may be established to fill similar regular and term positions throughout Manitoba, and will remain in effect for up to 12 months.

Candidates who do not meet all essential criteria may be considered on an underfill basis at a commensurate rate of pay.

Introduction

The Department of Housing, Addictions and Homelessness is looking for a qualified candidate to fill a position of Tenant Services Coordinator in the Winnipeg Region. Manitoba Housing provides a wide range of subsidized housing across the province. We partner with other governments, community organizations, and private groups to create and maintain safe and affordable housing where people can thrive. Manitoba Housing offers options for those most in need, addressing housing insecurity and directly managing 11,780 units in 195 communities throughout Manitoba. Our tenants come from diverse backgrounds, varying in age, education, language, mental and physical abilities, religion, ethnicity, gender, and race. We believe all Manitobans should have access to dignified housing and the necessary supports to enjoy a good quality of life and a sense of belonging in their communities.

The Manitoba government has a comprehensive compensation and benefits package which includes extended health care, health spending account, dental care, vision care, long-term disability insurance, group life insurance, maternity/paternity leave, family-related leave and a defined pension plan (some pension plans allow for portability between the Civil Service Superannuation Board and employers). Training and career development opportunities are also available for employees.

To be considered for this competition you must submit an application form along with your resume. Complete the application form at the link below or contact Human Resource Services under "Apply to" to request a copy of the application form. The selection board will rely only on information provided in this form to determine whether a candidate will be invited for further assessment. Note: You are not required to submit a cover letter, but may be asked to submit references, or other documentation at a later point if invited for further consideration.

**** [CLICK HERE to access the application form](#) ****

Conditions of Employment:

- Must be legally entitled to work in Canada
- Must be able to provide and maintain a satisfactory Criminal Record Check with a Vulnerable Sector Search
- Must be able to provide and maintain satisfactory Child Abuse and Adult Abuse Registry Checks
- Must possess and maintain a valid Manitoba full stage Class 5F driver's licence
- Have access to a vehicle and the ability to travel for government business purposes
- Must be physically able to walk short distances and climb stairs

Qualifications:

Essential:

- Post-secondary education in the social sciences field such as Bachelor of Social Work, Psychology, Sociology, Human Ecology, etc. An equivalent combination of related education and experience may be considered.
- Experience in a social services environment demonstrated by conducting needs assessments, case management, and providing supportive counseling.
- Experience in conflict resolution to effectively problem solve and respond appropriately in emergency situations.
- Experience utilizing and coordinating community and government-based resources and programs to provide support for a variety of client needs.
- Effective verbal communication skills with the ability to communicate information to clients, team and all levels of the organization.
- Strong written communication skills with the ability to write various documents and reports effectively for a variety of audiences.
- Strong interpersonal skills with the ability to establish and maintain positive and effective working relationships.
- Strong organizational and time management skills with the ability to prioritize workloads and manage conflicting deadlines.
- Ability to be flexible and adaptable in order to work effectively in a variety of settings and situations.
- Proficiency working with Microsoft Office Suite (Excel, Word, and Outlook) or similar software applications.

Desired:

- Knowledge of community and program development and working with community groups.
- Knowledge of the Residential Tenancy Act.

Duties:

Reporting to a Program Manager, the Tenant Services Coordinator (TSC) provides support and services to tenants to achieve and sustain successful tenancies within an assigned portfolio of properties. The incumbent is responsible for community development activities, tenant case management and resources and helps applicants and tenants fulfill their responsibilities as tenants while ensuring that Manitoba Housing's policies, procedures, and guidelines are being followed. The TSC develops tenant programs and support networks and takes a proactive approach in improving the effectiveness of physical, emotional and mental support services to tenants and vulnerable applicants, consistent with the Branch plan.

Apply Now:

Advertisement # 43505
Talent Acquisition
Human Resource Services
600-259 Portage Avenue
Winnipeg, MB, R3B 2A9
Phone: 204-945-7518
Fax: 204-945-0601
Email: govjobs@gov.mb.ca

WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

Please be advised that job competitions for represented positions may be grieved by internal represented applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

We thank all who apply and advise that only those selected for further consideration will be contacted.

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manitoba.ca/govjobs



Any personal information provided including employment equity declarations will be used for employment and/or statistical purposes and is protected by The Freedom of Information and Protection of Privacy Act.

Alternate formats available upon request