

Community Housing & Wellness Programmer

Development Services – Planning & Building

Competition #23

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

Position Conditions: This is a full-time, permanent position of 36.25 hours per week. This position is not part of a collective agreement and is open to all interested parties. The City of Brandon reserves the right to underfill this position.

Rate of Pay: \$78,315.45 – \$84,499.17 per year. (2024 Rates)

Closing Date: 11:59pm, November 27, 2024.

This competition will include testing and an interview.

PURPOSE OF POSITION

To administer programs that support and implement Council's strategic community housing and wellness goals and priorities.

TYPICAL DUTIES AND RESPONSIBILITIES

- Responds to resident enquiries on housing and wellness topics
- Supports preparation, implementation and monitoring of housing and wellness strategies
- Seeks partnerships and/or funding opportunities that advance housing and wellness strategies
- Researches leading practices for health and wellness topics to inform housing and wellness strategies
- Monitors statistical indicators for housing and community wellness goals and objectives
- Supports the Housing and Wellness Coordinator to administer the encampment strategy
- Administers the City's portfolio of housing grants and programs, including coordination with finance and legal
- Represents the City on housing and wellness advisory committees, groups, and boards
- Coordinates with purchasing to prepare request for proposals and other purchasing functions
- Administers housing grants provided to the City by other levels of government or external agencies
- Supports and coordinates downtown initiatives with internal and external stakeholders that have a community wellness component, including maintenance of public spaces, sharps collection, security, graffiti removal, and public amenities (e.g. washrooms/greenspace)
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- Assists in monitoring of housing and wellness operating budgets

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma;
- Minimum one year of experience in the field of business and/or social services to demonstrate ability to perform duties such as program administration and project management.
- Hold and maintain Class 5 Province of Manitoba driver's license and have access to a personal vehicle.

PREFERRED QUALIFICATIONS & EXPERIENCE

- Post-secondary accreditation or course work in the areas of business, community development, social work, communications or equivalent.

WORK CONDITIONS

- Ability to manage multiple programs and make independent decisions (daily)
- Self-motivated and quality driven to perform independent projects (daily)
- Work in a shared and consultative manner with other employees and community members (daily)
- Travel throughout the City and visit various facilities, etc. in all types of weather conditions (occasionally)
- Distance travel may be required (occasionally)
- May be required to be available outside of normal working hours (occasionally)

Please contact HR@brandon.ca for a complete job description

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!