



JOB POSTING
Housing Administrator
Part-time Position (24 Hours)
FH2022-16

Location: Fife House, Toronto
Shift Rotation: 24 Hours flexible from Monday to Friday
Reports to: Director, Programs and Operations

Fife House is an innovative, client-focused provider of secure and supportive affordable housing and services to people living with HIV/AIDS in the Greater Toronto Area. With approximately 110 staff working across 6 locations, in 2020-2021 Fife House served more than 850 residents and clients by providing supportive and transitional housing programs as well outreach programs to homeless clients and their families.

Fife House understands that historically marginalized groups in our communities often encounter particular barriers to full access and participation. We therefore commit to actively dismantling all forms of racism and systemic oppression with GIPA/MEPA at the forefront, including in our own organization and across governance structures. As a settler agency, Fife House stands in solidarity with Indigenous and Black Peoples across Turtle Island and recognizes the role we have in the work of reconciliation and healing.

Fife House is seeking a dedicated individual to fill the part-time position of Housing Administrator. Housing Administrator will be responsible for providing comprehensive administrative services associated with the operations of Fife House residential program, Addictions Supportive Housing. This position works closely with the tenants and landlords to ensure residents are supported, and are also being responsible tenants while managing associations with the landlords in an appropriate manner. Housing Administrator is also responsible for liaising and maintaining partnerships with other community services and other partnerships, as required.

REQUIREMENTS INCLUDE:

- Ensure all tenant files are maintained with accurate and relevant documents such as leases, tenant disclosure agreements and etc.
- Ensure that all income reviews are completed and rent calculations are completed accurately;
- Sign all leases related documents;
- Liaison with landlords in resolving issues pertaining to Landlord and Tenant Board;
- Ensure all rent and other revenues are collected in a timely manner;
- Make sure that all tenants reimburse costs associated with repairs caused by tenant conduct;
- Fill any open units when they are ready
- Act as the first point of contact and respond to tenant issues and/or questions;
- Send out Notice of Entry letters to tenants;

- Circulation of Landlord and Tenant Board notices to tenants;
- Attend all Landlord and Tenant Board meeting as required.

ASSETS:

- Experience in Housing Management and/or Administration;
- Experience with property maintenance;
- Experience working with Persons living with HIV/AIDS.

WHAT FIFE HOUSE FOUNDATION CAN OFFER YOU:

- A meaningful and rewarding career with a direct impact on the clients that we serve
- Competitive salary commensurate with experience
- Access to Fife House Employee and Family Assistance Plan
- Fun, Friendly, Flexible work environment

FIFE HOUSE is committed to upholding the values of equity, diversity, and inclusion in our living and work environments. We know that diversity underpins excellence, and that we all share responsibility for creating an equitable, diverse and inclusive community. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- Persons living with HIV/AIDS
- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- Persons with visible and/or invisible (physical and/or mental) disabilities;
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We recognize that many of these identities intersect and that therefore, equity, diversity and inclusion can be complex. We value the contributions that each person brings, and are committed to ensuring full and equal participation for all in our community.

Accommodations are available on request for candidates taking part in all aspects of selection process.

TO APPLY

- Applications will be accepted until May 24, 2022
- Please submit a cover letter and resume by email using the subject line "Posting FH2022-16" to humanresources@fifehouse.org

We thank all applicants but only candidates selected for an interview will be contacted.

For more information about Fife House, visit www.fifehouse.org

Human Resources

Email: humanresources@fifehouse.org

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